

# Fiscal Year 2016 Budget Request

Office of the Secretary of State



Jason Kander  
Secretary of State



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## SECRETARY OF STATE'S OFFICE

The major divisions within the Secretary of State's office are: Administrative Rules, Business Services, Elections, Fiscal and Facilities, Information Technology, Records Services, Securities, and State Library.

The Administrative Rules Division publishes proposed rules and emergency rules in the Missouri Register. An agency may file an emergency rule if the agency finds an immediate danger to the public health, safety or welfare requiring emergency action or if the emergency rule is necessary to preserve a compelling governmental interest that requires an early effective date. The Division also publishes final rules monthly in the Code of State Regulations.

The Business Services Division has three sections: Commissions, Corporations and Uniform Commercial Code. The Secretary of State commissions notaries public, a process which is overseen by the Commissions section. The Commissions section certifies notaries for foreign documents, elected officials and the State Registrar of Vital Statistics. The unit authenticates official acts of the Governor and maintains bonds and oaths of office for state officials. The Secretary of State is responsible for the registration of all Missouri and out-of-state business entities doing business in Missouri. These entities include for profit and nonprofit corporations, and specialized business. The Secretary of State's office is the centralized office for the perfecting of personal property liens and other creditor interests under the Uniform Commercial Code (UCC). The Business Services Division also registers trademarks and service marks and keeps a registry of all marks. The division oversees the *Safe at Home* address confidentiality program that helps protect survivors of domestic violence, rape, sexual assault or stalking through the use of a designated address.

The Elections Division oversees all statewide elections, for both candidates and issues, which are run at the local level by Missouri's 116 local election authorities (county clerks or election boards). Missouri has more than four million registered voters, and in the 2012 November general election, 2.7 million voters went to the polls. Candidates for the six constitutional state offices, U.S. Congress, the General Assembly, and circuit judges not covered by the non-partisan court plan, file for election with the Secretary of State. The Secretary of State also certifies statewide ballot measures that are proposed by the General Assembly or through the initiative petition process. It is the responsibility of the office to canvass, certify and publish election results.

The Fiscal and Facilities Division provides fiscal, budget, procurement, facilities management support, and general office services to the Secretary of State's office.

The Information Technology Service Division is responsible for developing, maintaining, and monitoring the information systems within the Secretary of State's office to ensure information is functional, accessible, and secured for use by the Secretary of State's office, other state departments, counties and the general public.

The Records Services Division has three sections: Missouri State Archives, Local Records and Records Management. It is responsible for managing both current and historical records of the state to ensure those records are accessible to Missouri citizens. It is also responsible for assisting local governments in records preservation and management. The Records Services Division, in conjunction with the Missouri State Library, oversees MissouriDigitalHeritage.com, a statewide program to expand historical information accessible on the Internet.

The Securities Division is responsible for protecting Missouri investors from fraud and for ensuring that firms and individuals that sell securities comply with the securities laws in the state. The division enforces the Missouri Securities Act of 2003. The division is organized into three sections: investor education, enforcement, and registration. The Securities Division also oversees the Missouri Investor Protection Center, which creates and promotes investor education initiatives designed to educate and assist both current and future investors.

The Missouri State Library provides library and reference services to Missouri state government, provides library services to the blind and physically disabled, and promotes the development and improvement of library services for citizens throughout the state. The Library Development section supports libraries through consulting, administration of grant programs, continuing education and statewide programs to improve the quality of library service for all Missouri citizens. The Reference Services section delivers library services, including access to research databases, to meet the needs of state government. Wolfner Talking Book and Braille Library serves as the public library for Missourians unable to use standard print because of a visual or physical disability.

Auditor's Reports, Oversight Evaluations, and Missouri Sunset Act Reports

Program or Division Name	Type of Report	Date Issued	Website
Office of the Secretary of State July 1, 2004 to January 10, 2005, and the Two Years Ended June 30, 2004	Audit	03/2005	<a href="http://www.auditor.mo.gov/press/2005-19.pdf">http://www.auditor.mo.gov/press/2005-19.pdf</a>
State of Missouri Single Audit July 1, 2004 to June 30, 2005	Audit	03/2006	<a href="http://www.auditor.mo.gov/press/2006-18.pdf">http://www.auditor.mo.gov/press/2006-18.pdf</a>
State of Missouri Single Audit July 1, 2005 to June 30, 2006	Federal Awards Audit	03/2007	<a href="http://www.auditor.mo.gov/press/2007-09.pdf">http://www.auditor.mo.gov/press/2007-09.pdf</a>
Office of the Secretary of State July 1, 2004 to June 30, 2007	Audit	10/2007	<a href="http://www.auditor.mo.gov/press/2007-60.htm">http://www.auditor.mo.gov/press/2007-60.htm</a>
State HAVA Funds Audit Fiscal Year 2007 - Final Audit Report- Administration of Payments Received Under the Help America Vote Act by the Missouri Secretary of State May1, 2003 Through February 28, 2007	Performance Audit Report	10/2007	<a href="http://www.eac.gov/inspector_general/hava_funds_audits.aspx">http://www.eac.gov/inspector_general/hava_funds_audits.aspx</a>
Office of the Secretary of State July 1, 2008 to June 30, 2010	Audit	12/2010	<a href="http://www.auditor.mo.gov/press/2010-164.htm">http://www.auditor.mo.gov/press/2010-164.htm</a>
Office of the Secretary of State July 1, 2010 to January 14, 2013	Audit	03/2013	<a href="http://www.auditor.mo.gov/press/2013-023.pdf">http://www.auditor.mo.gov/press/2013-023.pdf</a>



NEW DECISION ITEM  
RANK: 2 OF 9

Department <u>Office of the Secretary of State</u>	Budget Unit <u>                    </u>
Division <u>                    </u>	
DI Name: <u>Pay Plan FY15 - Cost to Continue</u>	DI#: <u>0000014</u>

**1. AMOUNT OF REQUEST**

	FY 2016 Budget Request			
	GR	Federal	Other	Total
PS	39,918	2,801	11,331	54,050
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>39,918</b>	<b>2,801</b>	<b>11,331</b>	<b>54,050</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	<u>10,890</u>	<u>764</u>	<u>3,091</u>	<u>14,745</u>
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Investor Education (0829), Technology Trust (0266)  
Local Records (0577)

	FY 2016 Governor's Recommendation			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:                     

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<u>          </u> New Legislation	<u>          </u> New Program	<u>          </u> Fund Switch
<u>          </u> Federal Mandate	<u>          </u> Program Expansion	<u>  X  </u> Cost to Continue
<u>          </u> GR Pick-Up	<u>          </u> Space Request	<u>          </u> Equipment Replacement
<u>  X  </u> Pay Plan	<u>          </u> Other: <u>                                    </u>	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

The FY 2015 budget includes appropriation authority for a 1% pay raise for all state employees, except elected officials, members of the general assembly and judges covered under the Missouri Citizens' Commission on Compensation for Elected Officials, beginning January 1, 2015 (11 pay periods). The remaining 13 pay periods were unfunded, but the stated intent of the legislature was to provide the funding in FY 16.

NEW DECISION ITEM  
RANK: 2 OF 9

Department <u>Office of the Secretary of State</u>	Budget Unit <u></u>																																																												
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DI Name: <u>Pay Plan FY15 - Cost to Continue</u>	DI#: <u>0000014</u>																																																												
<p><b>4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)</b></p> <p>The appropriated amount for the Fiscal Year 15 pay plan was based on one percent of the core personal service appropriations. That amount was then adjusted to reflect 11 pay periods which is the number of pay periods that would be paid in Fiscal Year 15 after January 1, 2015. The Fiscal Year 16 requested amount is equivalent to the remaining 13 pay periods in order to provide the core funding necessary for a full fiscal year.</p>																																																													
<p><b>5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.</b></p>																																																													
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;"></th> <th style="width: 10%;">Dept Req GR DOLLARS</th> <th style="width: 10%;">Dept Req GR FTE</th> <th style="width: 10%;">Dept Req FED DOLLARS</th> <th style="width: 10%;">Dept Req FED FTE</th> <th style="width: 10%;">Dept Req OTHER DOLLARS</th> <th style="width: 10%;">Dept Req OTHER FTE</th> <th style="width: 10%;">Dept Req TOTAL DOLLARS</th> <th style="width: 10%;">Dept Req TOTAL FTE</th> <th style="width: 10%;">Dept Req One-Time DOLLARS</th> </tr> </thead> <tbody> <tr> <td>Budget Object Class/Job Class</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td>0.0</td> <td></td> </tr> <tr> <td>Total PS</td> <td>39,918</td> <td></td> <td>2,801</td> <td></td> <td>11,331</td> <td></td> <td>54,050</td> <td>0.0</td> <td></td> </tr> <tr> <td></td> <td>39,918</td> <td>0.0</td> <td>2,801</td> <td>0.0</td> <td>11,331</td> <td>0.0</td> <td>54,050</td> <td>0.0</td> <td>0</td> </tr> <tr> <td>Grand Total</td> <td>39,918</td> <td>0.0</td> <td>2,801</td> <td>0.0</td> <td>11,331</td> <td>0.0</td> <td>54,050</td> <td>0.0</td> <td>0</td> </tr> </tbody> </table>		Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS	Budget Object Class/Job Class																	0	0.0		Total PS	39,918		2,801		11,331		54,050	0.0			39,918	0.0	2,801	0.0	11,331	0.0	54,050	0.0	0	Grand Total	39,918	0.0	2,801	0.0	11,331	0.0	54,050	0.0	0
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# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>SECRETARY OF STATE</b>								
<b>Pay Plan FY15-Cost to Continue - 0000014</b>								
DIR OF POLICY & GOV AFFAIRS	0	0.00	0	0.00	415	0.00	0	0.00
PERSONNEL OFFICER	0	0.00	0	0.00	212	0.00	0	0.00
DEP. DIR. OF ADMINISTRATION	0	0.00	0	0.00	237	0.00	0	0.00
DIR OF ELECTIONS AND INFO TECH	0	0.00	0	0.00	505	0.00	0	0.00
DEP. DIR. OF ELEC/ELEC COUNSEL	0	0.00	0	0.00	344	0.00	0	0.00
ASSISTANT DIR FOR LOCAL RECDS	0	0.00	0	0.00	311	0.00	0	0.00
COMMISSIONER OF SECURITIES	0	0.00	0	0.00	533	0.00	0	0.00
DIR OF BUS SERV/SENIOR ADVISOR	0	0.00	0	0.00	473	0.00	0	0.00
DIR OF ADMIN RULES/HUMAN RSRCS	0	0.00	0	0.00	473	0.00	0	0.00
ASSISTANT DIR FOR RECORDS MGMT	0	0.00	0	0.00	307	0.00	0	0.00
ADMINISTRATIVE SECRETARY	0	0.00	0	0.00	167	0.00	0	0.00
EXECUTIVE SECRETARY	0	0.00	0	0.00	294	0.00	0	0.00
EDITOR	0	0.00	0	0.00	206	0.00	0	0.00
STATE ARCHIVIST	0	0.00	0	0.00	472	0.00	0	0.00
ASSISTANT STATE ARCHIVIST	0	0.00	0	0.00	320	0.00	0	0.00
RECORDS ANALYST	0	0.00	0	0.00	188	0.00	0	0.00
AUDITOR/ACCOUNTANT II	0	0.00	0	0.00	241	0.00	0	0.00
DEPUTY INFO TECH DIRECTOR	0	0.00	0	0.00	386	0.00	0	0.00
OFFICE SUPPORT ASST (KEYBRD)	0	0.00	0	0.00	143	0.00	0	0.00
SR OFC SUPPORT ASST (KEYBRD)	0	0.00	0	0.00	647	0.00	0	0.00
ASSISTANT EDITOR	0	0.00	0	0.00	351	0.00	0	0.00
INVESTIGATOR III	0	0.00	0	0.00	436	0.00	0	0.00
COMPUTER INFO TECH II	0	0.00	0	0.00	166	0.00	0	0.00
COMPUTER INFO TECH III	0	0.00	0	0.00	1,453	0.00	0	0.00
ARCHIVIST	0	0.00	0	0.00	3,534	0.00	0	0.00
ELECTRONIC RECORDS ARCHIVIST	0	0.00	0	0.00	885	0.00	0	0.00
RECORDS CENTER SUPERVISOR	0	0.00	0	0.00	201	0.00	0	0.00
ADMINISTRATIVE AIDE I	0	0.00	0	0.00	150	0.00	0	0.00
DIRECTOR-FIELD OPERATIONS	0	0.00	0	0.00	789	0.00	0	0.00
GRANT OFFICER	0	0.00	0	0.00	255	0.00	0	0.00
COMPLIANCE EXAMINER	0	0.00	0	0.00	756	0.00	0	0.00
LIBRARIAN II	0	0.00	0	0.00	648	0.00	0	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>SECRETARY OF STATE</b>								
<b>Pay Plan FY15-Cost to Continue - 0000014</b>								
ASSISTANT COMMISSIONER	0	0.00	0	0.00	280	0.00	0	0.00
STATE LIBRARIAN	0	0.00	0	0.00	473	0.00	0	0.00
READER ADVISOR	0	0.00	0	0.00	1,747	0.00	0	0.00
SENIOR REFERENCE ARCHIVIST	0	0.00	0	0.00	232	0.00	0	0.00
CLERK I	0	0.00	0	0.00	1,143	0.00	0	0.00
DIR OF FISCAL & FACILITIES	0	0.00	0	0.00	473	0.00	0	0.00
COMPOSING EQUIPMENT OPER II	0	0.00	0	0.00	181	0.00	0	0.00
PT OTHER-RESEARCH ANALYST I	0	0.00	0	0.00	79	0.00	0	0.00
SENIOR CONSERVATOR	0	0.00	0	0.00	248	0.00	0	0.00
CONSERVATOR	0	0.00	0	0.00	634	0.00	0	0.00
DIRECTOR CORPORATIONS/PROJ MGR	0	0.00	0	0.00	355	0.00	0	0.00
INVESTIGATOR I	0	0.00	0	0.00	190	0.00	0	0.00
INVESTIGATOR II	0	0.00	0	0.00	1,439	0.00	0	0.00
LICENSING ASSISTANT	0	0.00	0	0.00	166	0.00	0	0.00
LIBRARIAN	0	0.00	0	0.00	330	0.00	0	0.00
COMPUTER INFO TECH SPEC I	0	0.00	0	0.00	1,458	0.00	0	0.00
DIRECTOR LIBRARY DEV	0	0.00	0	0.00	340	0.00	0	0.00
LIBRARY CONSULTANT	0	0.00	0	0.00	509	0.00	0	0.00
DIRECTOR REF SERVICES	0	0.00	0	0.00	295	0.00	0	0.00
ADMINISTRATIVE AIDE II	0	0.00	0	0.00	158	0.00	0	0.00
ADMINISTRATIVE AIDE III	0	0.00	0	0.00	981	0.00	0	0.00
DEP DIRECTOR FOR PUBLIC SRVCS	0	0.00	0	0.00	247	0.00	0	0.00
DIRECTOR-WOLFNER LIBRARY	0	0.00	0	0.00	309	0.00	0	0.00
SPECIALIST	0	0.00	0	0.00	627	0.00	0	0.00
SUPERVISOR I	0	0.00	0	0.00	166	0.00	0	0.00
SUPERVISOR II	0	0.00	0	0.00	192	0.00	0	0.00
TECH I	0	0.00	0	0.00	1,065	0.00	0	0.00
TECH II	0	0.00	0	0.00	2,889	0.00	0	0.00
TECH III	0	0.00	0	0.00	3,553	0.00	0	0.00
MANAGING EDITOR	0	0.00	0	0.00	240	0.00	0	0.00
ACCOUNTANT I	0	0.00	0	0.00	181	0.00	0	0.00
SUPERVISOR IV	0	0.00	0	0.00	879	0.00	0	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>SECRETARY OF STATE</b>								
<b>Pay Plan FY15-Cost to Continue - 0000014</b>								
COMPUTER INFO TECH SPEC II	0	0.00	0	0.00	411	0.00	0	0.00
TECH IV	0	0.00	0	0.00	565	0.00	0	0.00
SPECIAL COUNSEL	0	0.00	0	0.00	300	0.00	0	0.00
RESEARCH ANALYST I	0	0.00	0	0.00	1,187	0.00	0	0.00
SECURITIES OFFICE MANAGER	0	0.00	0	0.00	159	0.00	0	0.00
COMMUNICATIONS DIRECTOR	0	0.00	0	0.00	339	0.00	0	0.00
LITIGATION COUNSEL	0	0.00	0	0.00	279	0.00	0	0.00
POLICY/COMMUNICATIONS ASST	0	0.00	0	0.00	166	0.00	0	0.00
RECEPTIONIST II	0	0.00	0	0.00	194	0.00	0	0.00
GRAPHIC ARTS SPECIALIST II	0	0.00	0	0.00	171	0.00	0	0.00
CHIEF OF STAFF	0	0.00	0	0.00	501	0.00	0	0.00
DIRECTOR OF INVESTOR EDUCATION	0	0.00	0	0.00	175	0.00	0	0.00
DIRECTOR OF ENFORCEMENT	0	0.00	0	0.00	319	0.00	0	0.00
DIRECTOR OF EXAMINATIONS	0	0.00	0	0.00	280	0.00	0	0.00
DEPUTY CHIEF COUNSEL	0	0.00	0	0.00	185	0.00	0	0.00
DEP. DIR. OF BUSINESS SERVICES	0	0.00	0	0.00	255	0.00	0	0.00
DEP DIR POLICY & GOV AFFAIRS	0	0.00	0	0.00	237	0.00	0	0.00
PRINC ASST FOR BOARDS & COMMS	0	0.00	0	0.00	216	0.00	0	0.00
SENIOR COUNSEL	0	0.00	0	0.00	473	0.00	0	0.00
SECURITIES SPECIALIST	0	0.00	0	0.00	176	0.00	0	0.00
CHIEF COUNSEL	0	0.00	0	0.00	241	0.00	0	0.00
ELECTIONS COORDINATOR	0	0.00	0	0.00	215	0.00	0	0.00
CURATOR OF EXHIBITS/SPEC PRJCT	0	0.00	0	0.00	272	0.00	0	0.00
HISTORICAL EDUCATOR	0	0.00	0	0.00	208	0.00	0	0.00
SUPERVISING ARCHIVIST	0	0.00	0	0.00	227	0.00	0	0.00
ELECTIONS SPECIALIST	0	0.00	0	0.00	857	0.00	0	0.00
MCVR ELECTIONS SPECIALIST I	0	0.00	0	0.00	201	0.00	0	0.00
MCVR ELECTIONS SPECIALIST II	0	0.00	0	0.00	241	0.00	0	0.00
STATISTICAL RESEARCH ANALYST	0	0.00	0	0.00	228	0.00	0	0.00
COMPUTER INFO TECH MANAGER I	0	0.00	0	0.00	601	0.00	0	0.00
ACCOUNTING SPECIALIST II	0	0.00	0	0.00	140	0.00	0	0.00
DEP. DIR. OF COMMUNICATIONS	0	0.00	0	0.00	237	0.00	0	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>SECRETARY OF STATE</b>								
<b>Pay Plan FY15-Cost to Continue - 0000014</b>								
PROGRAM MANAGER	0	0.00	0	0.00	295	0.00	0	0.00
IMAGING SERVICES MANAGER	0	0.00	0	0.00	232	0.00	0	0.00
DIGITAL COLLECTIONS COORD	0	0.00	0	0.00	232	0.00	0	0.00
COMMUNICATIONS/PUBLS ASST	0	0.00	0	0.00	182	0.00	0	0.00
SPECIAL ASSISTANT	0	0.00	0	0.00	231	0.00	0	0.00
ACCOUNTING ANALYST II	0	0.00	0	0.00	461	0.00	0	0.00
DEPUTY COUNSEL	0	0.00	0	0.00	447	0.00	0	0.00
PROGRAM SPECIALIST	0	0.00	0	0.00	166	0.00	0	0.00
PARALEGAL	0	0.00	0	0.00	201	0.00	0	0.00
DEPUTY DIRECTOR OF PUBLICATION	0	0.00	0	0.00	232	0.00	0	0.00
DIR. OF CONSTITUENT SERVICES	0	0.00	0	0.00	231	0.00	0	0.00
SECURITIES ENFORCEMENT COUNSEL	0	0.00	0	0.00	331	0.00	0	0.00
SENIOR COMPLIANCE EXAMINER	0	0.00	0	0.00	170	0.00	0	0.00
INVESTIGATIONS MANAGER	0	0.00	0	0.00	194	0.00	0	0.00
CENTRAL SERVICES TECHNICIAN	0	0.00	0	0.00	360	0.00	0	0.00
CENTRAL SERVICES SUPERVISOR	0	0.00	0	0.00	220	0.00	0	0.00
ASST DIR FISCAL & FACILITIES	0	0.00	0	0.00	421	0.00	0	0.00
PROCUREMENT OFFICER III	0	0.00	0	0.00	272	0.00	0	0.00
YOUTH SVS LIBRARIAN/CONSULTANT	0	0.00	0	0.00	107	0.00	0	0.00
PERSONNEL OFFICER II	0	0.00	0	0.00	252	0.00	0	0.00
<b>TOTAL - PS</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>54,050</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$54,050</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$39,918</b>	<b>0.00</b>		<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$2,801</b>	<b>0.00</b>		<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$11,331</b>	<b>0.00</b>		<b>0.00</b>

# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
<b>PERSONAL SERVICES</b>								
GENERAL REVENUE	7,417,752	190.67	7,471,611	208.76	7,471,611	205.76	0	0.00
NAT ENDOW HUM SV AMER TREAS GR	0	0.00	159,678	2.00	0	0.00	0	0.00
ELECTION ADMIN IMPROVEMENT	99,241	2.33	271,782	6.00	271,782	6.00	0	0.00
SEC OF STATE-FEDERAL FUNDS	174,725	5.62	247,751	6.80	247,751	6.80	0	0.00
SEC OF ST TECHNOLOGY TRUST	116,589	2.58	341,670	7.00	366,800	8.00	0	0.00
SURPLUS REVENUE FUND	0	0.00	77,400	2.00	0	0.00	0	0.00
LOCAL RECORDS PRESERVATION	600,799	15.94	1,029,422	25.24	1,004,292	25.24	0	0.00
INVESTOR EDUC & PROTECTION	459,400	9.68	775,713	13.50	775,713	17.50	0	0.00
TOTAL - PS	8,868,506	226.82	10,375,027	271.30	10,137,949	269.30	0	0.00
<b>EXPENSE &amp; EQUIPMENT</b>								
GENERAL REVENUE	1,548,075	0.00	1,619,808	0.00	1,534,808	0.00	0	0.00
SEC OF STATE-FEDERAL FUNDS	60,750	0.00	227,574	0.00	227,574	0.00	0	0.00
SEC OF ST TECHNOLOGY TRUST	1,001,261	0.00	3,161,180	0.00	2,411,180	0.00	0	0.00
SURPLUS REVENUE FUND	0	0.00	2,500	0.00	0	0.00	0	0.00
LOCAL RECORDS PRESERVATION	154,672	0.00	519,969	0.00	319,969	0.00	0	0.00
INVESTOR EDUC & PROTECTION	782,278	0.00	947,964	0.00	947,964	0.00	0	0.00
SEC OF ST-WOLFNER LIBRARY	28,424	0.00	30,000	0.00	30,000	0.00	0	0.00
TOTAL - EE	3,575,460	0.00	6,508,995	0.00	5,471,495	0.00	0	0.00
<b>PROGRAM-SPECIFIC</b>								
GENERAL REVENUE	44,849	0.00	1	0.00	45,001	0.00	0	0.00
SEC OF STATE-FEDERAL FUNDS	44	0.00	0	0.00	0	0.00	0	0.00
TOTAL - PD	44,893	0.00	1	0.00	45,001	0.00	0	0.00
<b>TOTAL</b>	<b>12,488,859</b>	<b>226.82</b>	<b>16,884,023</b>	<b>271.30</b>	<b>15,654,445</b>	<b>269.30</b>	<b>0</b>	<b>0.00</b>
<b>Pay Plan FY15-Cost to Continue - 0000014</b>								
<b>PERSONAL SERVICES</b>								
GENERAL REVENUE	0	0.00	0	0.00	39,918	0.00	0	0.00
ELECTION ADMIN IMPROVEMENT	0	0.00	0	0.00	1,467	0.00	0	0.00
SEC OF STATE-FEDERAL FUNDS	0	0.00	0	0.00	1,334	0.00	0	0.00
SEC OF ST TECHNOLOGY TRUST	0	0.00	0	0.00	1,844	0.00	0	0.00
LOCAL RECORDS PRESERVATION	0	0.00	0	0.00	5,551	0.00	0	0.00

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# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
<b>SECRETARY OF STATE</b>									
Pay Plan FY15-Cost to Continue - 0000014									
PERSONAL SERVICES									
INVESTOR EDUC & PROTECTION	0	0.00	0	0.00	3,936	0.00	0	0.00	
TOTAL - PS	0	0.00	0	0.00	54,050	0.00	0	0.00	
TOTAL	0	0.00	0	0.00	54,050	0.00	0	0.00	
Records Ctr. Shelving & Equip. - 1231005									
EXPENSE & EQUIPMENT									
GENERAL REVENUE	0	0.00	0	0.00	842,600	0.00	0	0.00	
TOTAL - EE	0	0.00	0	0.00	842,600	0.00	0	0.00	
TOTAL	0	0.00	0	0.00	842,600	0.00	0	0.00	
GRAND TOTAL	\$12,488,859	226.82	\$16,884,023	271.30	\$16,551,095	269.30	\$0	0.00	

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# CORE DECISION ITEM

**Department** Secretary of State **Budget Unit** 23140C  
**Division** All Division - See Program Description  
**Core -** Operating Core

## 1. CORE FINANCIAL SUMMARY

	FY 2016 Budget Request			
	GR	Federal	Other	Total
PS	7,471,611	519,533	2,146,805	10,137,949
EE	1,534,808	227,574	3,709,113	5,471,495
PSD	45,001	0	0	45,001
TRF	0	0	0	0
<b>Total</b>	<b>9,051,420</b>	<b>747,107</b>	<b>5,855,918</b>	<b>15,654,445</b>

**FTE**                      **205.76**              **14.80**              **48.74**              **269.30**

<b>Est. Fringe</b>	2,038,255	141,729	585,648	2,765,632
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:      Technology Trust Fund (0266) - 28.160 RSMo  
                          Local Records (0577) - 59.319 RSMo  
                          Investor Education and Protection Fund (0829) - 409.006.601 RSMo  
                          Wolfner Library Trust Fund (0928) -181.150 RSMo

	FY 2016 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**FTE**                      **0.00**              **0.00**              **0.00**              **0.00**

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

This core represents all operating expenses of nine separate divisions. FTE count was reduced from 280.3 to 270.3 in the FY2014 budget cycle. In the FY2015 budget request, there was a department decrease of four FTE by the Secretary of State, with five FTE requested for new programs. A one-time core reduction has been requested for the General Revenue E & E of \$40,000, Technology Trust Fund E & E of \$750,000, and \$200,000 in Local Records E & E. A core reduction of \$159,678 has been requested for the National Endowment for the Humanities (Save America's Treasures) Fund PS.

## 3. PROGRAM LISTING (list programs included in this core funding)

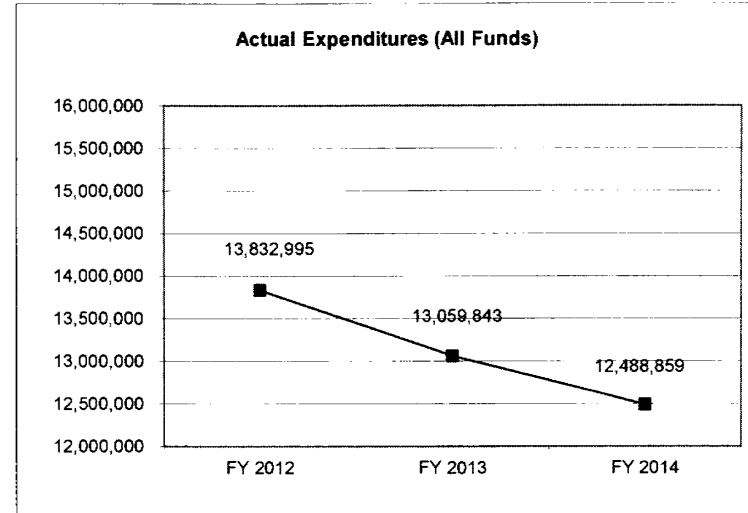
Administrative Services - Fiscal and Central Services  
 Executive Services - Executive Staff, and Communications (includes Publications)  
 Elections  
 Record Services - Archives, Records Management, Document Preservation, and Local Records  
 Administrative Rules/Legal Services (Includes HR)  
 Securities  
 Business Services  
 Information Technology Services  
 Library Services - Administration, Library Reference, Library Development, and Wolfner

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23140C
<b>Division</b>	All Division - See Program Description		
<b>Core -</b>	Operating Core		

**4. FINANCIAL HISTORY**

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Current Yr.
Appropriation (All Funds)	16,352,406	16,767,743	16,557,234	16,884,023
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	16,352,406	16,767,743	16,557,234	N/A
Actual Expenditures (All Funds)	13,832,995	13,059,843	12,488,859	N/A
Unexpended (All Funds)	2,519,411	3,707,900	4,068,375	N/A
Unexpended, by Fund:				
General Revenue	13,253	20,163	20,025	N/A
Federal	336,750	596,229	562,726	N/A
Other	2,169,408	3,091,508	3,485,624	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:**

FY12 to FY13 appropriation increase is due to a personal service transfer \$1,105. Document Preservation grant of \$241,949 was previously reported separately but is now part of the operating core; the General Assembly funded 23 of the 24 pay periods: \$172,283.

FY13 to FY14 appropriation decrease is due to the net difference between the raises funded by the General Assembly and the elimination of funding for 10 FTE in Library Services. As well, the Wolfner Trust fund received an increase in appropriation authority by \$15,499.

FY14 to FY15 appropriation increase is due to Cost of living adjustments funded by the General Assembly, increased funding for Safe at Home, Investor Restitution Fund, Military Absentee Voting, and Surplus Revenue Fund transfers.



**CORE RECONCILIATION DETAIL**

SECRETARY OF STATE

SECRETARY OF STATE

**5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PS	271.30	7,471,611	679,211	2,224,205	10,375,027	
	EE	0.00	1,619,808	227,574	4,661,613	6,508,995	
	PD	0.00	1	0	0	1	
	<b>Total</b>	<b>271.30</b>	<b>9,091,420</b>	<b>906,785</b>	<b>6,885,818</b>	<b>16,884,023</b>	

**DEPARTMENT CORE ADJUSTMENTS**

Core Reduction	631 9148	PS	(2.00)	0	0	(77,400)	(77,400)
Core Reduction	631 9492	EE	0.00	0	0	(200,000)	(200,000)
Core Reduction	631 9149	EE	0.00	0	0	(2,500)	(2,500)
Core Reduction	631 2222	EE	0.00	0	0	(750,000)	(750,000)
Core Reduction	1760 0077	EE	0.00	(40,000)	0	0	(40,000)
Core Reallocation	631 0073	PS	(3.00)	0	0	0	0
Core Reallocation	631 8226	PS	(2.00)	0	(159,678)	0	(159,678)
Core Reallocation	631 5532	PS	4.00	0	0	0	0
Core Reallocation	631 2221	PS	1.00	0	0	25,130	25,130
Core Reallocation	631 9491	PS	0.00	0	0	(25,130)	(25,130)
Core Reallocation	631 0077	EE	0.00	(45,000)	0	0	(45,000)
Core Reallocation	631 0077	PD	0.00	45,000	0	0	45,000

<b>NET DEPARTMENT CHANGES</b>	<b>(2.00)</b>	<b>(40,000)</b>	<b>(159,678)</b>	<b>(1,029,900)</b>	<b>(1,229,578)</b>
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**DEPARTMENT CORE REQUEST**

PS	269.30	7,471,611	519,533	2,146,805	10,137,949
EE	0.00	1,534,808	227,574	3,709,113	5,471,495

# CORE RECONCILIATION DETAIL

SECRETARY OF STATE

SECRETARY OF STATE

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
DEPARTMENT CORE REQUEST							
	PD	0.00	45,001	0	0	45,001	
	<b>Total</b>	<b>269.30</b>	<b>9,051,420</b>	<b>747,107</b>	<b>5,855,918</b>	<b>15,654,445</b>	
GOVERNOR'S RECOMMENDED CORE							
	PS	269.30	7,471,611	519,533	2,146,805	10,137,949	
	EE	0.00	1,534,808	227,574	3,709,113	5,471,495	
	PD	0.00	45,001	0	0	45,001	
	<b>Total</b>	<b>269.30</b>	<b>9,051,420</b>	<b>747,107</b>	<b>5,855,918</b>	<b>15,654,445</b>	

### FLEXIBILITY REQUEST FORM

<b>BUDGET UNIT NUMBER:</b> 23140C	<b>DEPARTMENT:</b> Secretary of State
<b>BUDGET UNIT NAME:</b> Operating Core	<b>DIVISION:</b> All Divisions

**1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.**

100%	Fund	0101	0073	Personal Service	\$ 7,471,611
100%	Fund	0101	0077	Expense and Equipment	1,579,809
100%	Fund	0157	4490	Personal Service	271,782
100%	Fund	0195	4193	Personal Service	247,751
100%	Fund	0195	4194	Expense and Equipment	227,574
100%	Fund	0266	2221	Personal Service	366,800
100%	Fund	0266	2222	Expense and Equipment	2,411,180
100%	Fund	0577	9491	Personal Service	1,004,292
100%	Fund	0577	9492	Expense and Equipment	319,969
100%	Fund	0829	5532	Personal Service	775,713
100%	Fund	0829	5533	Expense and Equipment	947,964
100%	Fund	0928	4195	Expense and Equipment	30,000
				Total	\$15,654,445

#### DEPARTMENT REQUEST

Section	PS or EE	Core	% Flex Requested	Flex Request Amount
HB 12.035	PS	\$10,137,949	100%	\$10,137,949
HB 12.035	E & E	\$5,516,496	100%	\$5,516,496
	Total			\$15,654,445

### FLEXIBILITY REQUEST FORM

<b>BUDGET UNIT NUMBER:</b> 23140C	<b>DEPARTMENT:</b> Secretary of State
<b>BUDGET UNIT NAME:</b> Operating Core	<b>DIVISION:</b> All Divisions

**2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.**

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	\$0	\$200,000

**3. Please explain how flexibility was used in the prior and/or current years.**

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
The flexibility option was not used in fiscal year 2014.	Unknown at this time

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
SECRETARY OF STATE	107,746	1.00	107,746	1.00	107,746	1.00	0	0.00
EXECUTIVE DEPUTY SEC OF STATE	0	0.00	251	0.00	99,814	1.00	0	0.00
INFORMATION TECHNOLOGY DIRECTO	0	0.00	251	0.00	0	0.00	0	0.00
DIR OF POLICY & GOV AFFAIRS	66,855	1.00	65,553	1.00	74,520	1.00	0	0.00
PERSONNEL OFFICER	37,081	1.00	82,721	2.00	38,082	1.00	0	0.00
DEP. DIR. OF ADMINISTRATION	28,231	0.67	42,444	1.00	42,504	1.00	0	0.00
DIR OF ELECTIONS AND INFO TECH	59,991	0.67	90,302	1.00	90,556	1.00	0	0.00
DEP. DIR. OF ELEC/ELEC COUNSEL	38,231	0.67	67,365	1.00	63,693	1.00	0	0.00
ASSISTANT DIR FOR LOCAL RECDS	30,268	0.54	65,061	1.00	56,253	1.00	0	0.00
COMMISSIONER OF SECURITIES	90,627	1.00	91,964	1.00	95,676	1.00	0	0.00
DIR OF BUS SERV/SENIOR ADVISOR	52,659	0.71	84,887	1.00	84,891	1.00	0	0.00
DIR OF ADMIN RULES/HUMAN RSRCS	83,356	1.00	84,887	1.00	84,891	1.00	0	0.00
ASSISTANT DIR FOR RECORDS MGMT	37,694	0.69	58,206	1.00	55,327	1.00	0	0.00
ADMINISTRATIVE SECRETARY	8,071	0.29	61,048	2.00	30,000	1.00	0	0.00
EXECUTIVE SECRETARY	51,035	1.00	52,749	1.00	52,753	1.00	0	0.00
ACCOUNTANT II	31,266	0.88	35,724	1.00	0	0.00	0	0.00
EDITOR	35,835	0.99	79,941	2.00	36,893	1.00	0	0.00
STATE ARCHIVIST	83,058	1.00	84,907	1.00	84,891	1.00	0	0.00
ASSISTANT STATE ARCHIVIST	56,895	1.00	57,476	1.00	57,431	1.00	0	0.00
RECORDS ANALYST	40,257	1.21	67,782	2.00	33,717	1.00	0	0.00
AUDITOR/ACCOUNTANT II	23,989	0.54	0	0.00	44,565	1.00	0	0.00
DEPUTY INFO TECH DIRECTOR	18,375	0.25	0	0.00	77,110	1.00	0	0.00
OFFICE SUPPORT ASST (KEYBRD)	48,227	1.91	77,273	3.00	25,688	1.00	0	0.00
SR OFC SUPPORT ASST (KEYBRD)	89,250	3.13	27,817	1.00	116,181	4.00	0	0.00
ADMINISTRATIVE ARCHIVIST	20,675	0.46	52,345	1.00	0	0.00	0	0.00
ASSISTANT EDITOR	26,524	0.88	29,752	1.00	63,037	2.00	0	0.00
INVESTIGATOR III	27,182	0.70	0	0.00	78,300	2.00	0	0.00
COMPUTER INFO TECH II	113,901	2.88	132,436	3.00	33,252	1.00	0	0.00
COMPUTER INFO TECH III	92,279	2.08	89,324	2.00	288,580	8.00	0	0.00
ARCHIVIST	529,339	14.00	764,067	16.99	638,263	15.49	0	0.00
ELECTRONIC RECORDS ARCHIVIST	87,186	2.16	121,381	3.01	159,242	4.41	0	0.00
PART-TIME OTHER	16,522	0.83	0	0.00	0	0.00	0	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
RECORDS CENTER SUPERVISOR	35,389	1.00	35,377	1.00	36,005	1.00	0	0.00
ADMINISTRATIVE AIDE I	31,469	1.20	53,065	2.00	26,940	1.00	0	0.00
GEN. COUNSEL/DEP. SOS	66,640	0.67	100,669	1.00	99,418	1.00	0	0.00
DIRECTOR-FIELD OPERATIONS	140,085	3.00	141,538	3.00	141,550	3.00	0	0.00
GRANT OFFICER	34,715	0.77	45,566	1.00	45,819	1.00	0	0.00
COMPLIANCE EXAMINER	101,761	2.83	149,229	4.00	157,313	4.50	0	0.00
LIBRARIAN II	81,357	2.13	115,648	3.00	116,336	3.00	0	0.00
ASSISTANT COMMISSIONER	70,119	1.01	70,768	1.00	70,715	1.00	0	0.00
STATE LIBRARIAN	89,494	1.07	84,887	1.00	84,892	1.00	0	0.00
READER ADVISOR	174,726	6.00	259,076	11.40	181,411	9.60	0	0.00
SENIOR REFERENCE ARCHIVIST	41,247	1.00	41,740	1.00	41,710	1.00	0	0.00
CLERK I	189,658	7.97	242,363	10.00	206,209	8.00	0	0.00
DIR OF FISCAL & FACILITIES	83,356	1.00	84,887	1.00	84,891	1.00	0	0.00
OFFICE SUPPORT ASST (CLERICAL)	8,092	0.33	25,105	1.00	0	0.00	0	0.00
SR OFC SUPPORT ASST (CLERICAL)	33,107	1.17	116,133	4.00	0	0.00	0	0.00
COMPOSING EQUIPMENT OPER II	32,031	1.00	32,448	1.00	32,452	1.00	0	0.00
PT OTHER-RESEARCH ANALYST I	12,052	0.50	24,639	1.40	14,614	0.80	0	0.00
SENIOR CONSERVATOR	44,439	1.00	44,952	1.00	44,917	1.00	0	0.00
CONSERVATOR	76,614	2.00	77,568	2.00	114,690	3.00	0	0.00
DIRECTOR CORPORATIONS/PROJ MGR	62,867	1.00	63,646	1.00	63,650	1.00	0	0.00
INVESTIGATOR I	29,747	0.88	36,759	1.00	34,167	1.00	0	0.00
INVESTIGATOR II	128,128	3.51	293,884	8.00	193,699	6.00	0	0.00
LICENSING ASSISTANT	29,403	1.00	29,833	1.00	29,812	1.00	0	0.00
LIBRARIAN	38,271	1.00	119,239	3.00	60,660	1.50	0	0.00
COMPUTER INFO TECH SPEC I	248,148	4.77	363,790	8.00	291,618	7.00	0	0.00
DIRECTOR LIBRARY DEV	60,771	1.00	66,413	1.00	61,023	1.00	0	0.00
LIBRARY CONSULTANT	104,509	2.35	92,086	2.00	91,338	2.00	0	0.00
DIRECTOR REF SERVICES	46,417	0.89	52,961	1.00	52,922	1.00	0	0.00
ADMINISTRATIVE AIDE II	17,526	0.63	251	0.00	28,303	1.00	0	0.00
ADMINISTRATIVE AIDE III	158,639	5.36	121,320	4.00	178,916	6.00	0	0.00
DEP DIRECTOR FOR PUBLIC SRVCS	36,025	0.79	45,817	1.00	45,827	1.00	0	0.00
DIRECTOR-WOLFNER LIBRARY	53,475	1.00	53,532	1.00	55,492	1.00	0	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
SECRETARY OF STATE								
CORE								
COMPUTER INFO TECH I	4,584	0.13	38,347	1.00	0	0.00	0	0.00
SPECIALIST	112,618	3.04	113,222	3.00	112,395	3.00	0	0.00
SUPERVISOR I	26,986	0.92	29,484	1.00	29,738	1.00	0	0.00
SUPERVISOR II	33,747	1.00	34,449	1.00	34,449	1.00	0	0.00
TECH I	165,339	6.38	158,124	6.00	192,645	7.00	0	0.00
TECH II	495,331	18.28	528,576	25.00	517,690	27.00	0	0.00
TECH III	586,885	20.52	661,534	23.00	637,590	24.00	0	0.00
MANAGING EDITOR	28,599	0.67	0	0.00	43,056	1.00	0	0.00
ACCOUNTANT I	30,210	1.00	30,278	1.00	32,442	1.00	0	0.00
SUPERVISOR IV	155,199	4.00	157,181	4.00	157,845	4.00	0	0.00
ASSOCIATE EDITOR	24,488	0.76	32,810	1.00	0	0.00	0	0.00
COMPUTER INFO TECH TRAINEE	33,665	1.12	61,172	2.00	0	0.00	0	0.00
COMPUTER INFO TECH SPEC II	53,475	1.00	54,035	1.00	82,212	1.00	0	0.00
TECH IV	99,798	3.00	102,622	3.00	101,400	3.00	0	0.00
SPECIAL COUNSEL	0	0.00	0	0.00	60,000	0.00	0	0.00
RESEARCH ANALYST I	163,824	5.41	172,592	7.50	213,449	9.00	0	0.00
SECURITIES OFFICE MANAGER	25,773	0.67	0	0.00	40,002	1.00	0	0.00
SENIOR RECORDS ANALYST	26,637	0.63	43,283	1.00	0	0.00	0	0.00
COMMUNICATIONS DIRECTOR	40,231	0.67	60,777	1.00	60,781	1.00	0	0.00
LITIGATION COUNSEL	35,860	0.66	0	0.00	49,998	1.00	0	0.00
POLICY/COMMUNICATIONS ASST	29,403	1.00	30,286	1.00	29,814	1.00	0	0.00
RECEPTIONIST II	33,348	1.00	33,584	1.00	34,749	1.00	0	0.00
GRAPHIC ARTS SPECIALIST II	30,399	1.00	30,834	1.00	30,672	1.00	0	0.00
CHIEF OF STAFF	91,007	1.00	90,413	1.00	90,004	1.00	0	0.00
DIRECTOR OF INVESTOR EDUCATION	43,588	1.01	44,185	1.00	44,062	1.00	0	0.00
DIRECTOR OF ENFORCEMENT	55,360	0.95	58,723	1.00	80,428	1.00	0	0.00
DIRECTOR OF EXAMINATIONS	45,679	0.90	58,889	1.00	70,769	1.00	0	0.00
DEPUTY CHIEF COUNSEL	46,191	1.01	50,415	1.00	46,694	1.00	0	0.00
DEP. DIR. OF BUSINESS SERVICES	30,231	0.67	45,457	1.00	45,711	1.00	0	0.00
DEP DIR POLICY & GOV AFFAIRS	41,066	1.00	42,695	1.00	42,504	1.00	0	0.00
PRINC ASST FOR BOARDS & COMMS	38,271	1.00	38,749	1.00	38,721	1.00	0	0.00
SENIOR COUNSEL	84,231	1.00	84,887	1.00	84,891	1.00	0	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
SECURITIES SPECIALIST	14,080	0.45	0	0.00	31,500	1.00	0	0.00
CHIEF COUNSEL	57,983	1.01	58,245	1.00	60,764	1.00	0	0.00
ELECTIONS COORDINATOR	37,932	1.00	38,049	1.00	38,526	1.00	0	0.00
CURATOR OF EXHIBITS/SPEC PRJCT	48,363	1.00	48,894	1.00	48,859	1.00	0	0.00
HISTORICAL EDUCATOR	36,903	1.00	37,373	1.00	37,347	1.00	0	0.00
SUPERVISING ARCHIVIST	40,492	1.00	40,980	1.00	41,138	1.00	0	0.00
ELECTIONS SPECIALIST	74,076	1.83	127,485	3.00	156,660	4.00	0	0.00
MCVR ELECTIONS SPECIALIST I	36,612	1.00	36,721	1.00	37,200	1.00	0	0.00
MCVR ELECTIONS SPECIALIST II	43,944	1.00	44,092	1.00	44,565	1.00	0	0.00
STATISTICAL RESEARCH ANALYST	37,324	0.93	40,947	1.00	40,951	1.00	0	0.00
COMPUTER INFO TECH MANAGER I	116,979	2.00	117,261	2.00	120,180	2.00	0	0.00
ACCOUNTING SPECIALIST II	52,291	1.26	106,718	3.00	25,154	1.00	0	0.00
HUMAN RESOURCES DIRECTOR	0	0.00	251	0.00	0	0.00	0	0.00
DEP. DIR. OF COMMUNICATIONS	28,231	0.67	42,444	1.00	42,504	1.00	0	0.00
PROGRAM MANAGER	52,269	1.00	52,917	1.00	52,921	1.00	0	0.00
IMAGING SERVICES MANAGER	41,247	1.00	41,739	1.00	41,710	1.00	0	0.00
DIGITAL COLLECTIONS COORD	41,690	1.01	41,957	1.00	41,711	1.00	0	0.00
DIGITAL PROJECTS SPECIALIST	0	0.00	251	0.00	0	0.00	0	0.00
COMMUNICATIONS/PUBLS ASST	30,785	1.00	32,221	1.00	32,622	1.00	0	0.00
SPECIAL ASSISTANT	0	0.00	0	0.00	41,520	1.00	0	0.00
ACCOUNTING ANALYST II	44,886	1.13	39,693	1.00	82,821	2.00	0	0.00
ELECTIONS OPERATION ADMSTR	36,612	1.00	0	0.00	0	0.00	0	0.00
DEPUTY COUNSEL	46,062	1.00	104,983	2.00	80,234	2.00	0	0.00
PROGRAM SPECIALIST	23,727	0.76	68,339	2.00	29,819	1.00	0	0.00
PARALEGAL	48,844	1.44	34,751	1.00	36,035	1.00	0	0.00
DEPUTY DIRECTOR OF PUBLICATION	41,247	1.00	41,740	1.00	41,710	1.00	0	0.00
DIR. OF CONSTITUENT SERVICES	27,567	0.67	41,820	1.00	41,508	1.00	0	0.00
ASSOCIATE AUDIT COUNSEL	1,524	0.04	0	0.00	0	0.00	0	0.00
SECURITIES ENFORCEMENT COUNSEL	60,943	1.33	91,387	2.00	99,187	3.50	0	0.00
ELECTIONS ANALYST	0	0.00	32,839	1.00	0	0.00	0	0.00
SENIOR COMPLIANCE EXAMINER	42,031	1.00	41,534	1.00	43,008	1.00	0	0.00
INVESTIGATIONS MANAGER	46,235	1.01	84,683	2.00	48,884	1.00	0	0.00



# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
CENTRAL SERVICES TECHNICIAN	51,081	1.71	31,908	1.00	64,564	2.00	0	0.00
CENTRAL SERVICES SUPERVISOR	36,618	1.00	36,721	1.00	39,552	1.00	0	0.00
ASST DIR FISCAL & FACILITIES	65,669	1.00	65,804	1.00	75,492	1.00	0	0.00
PROCUREMENT OFFICER III	46,554	1.00	46,709	1.00	48,849	1.00	0	0.00
FISCAL & CENTRAL SVCS ASST	7,550	0.29	26,695	1.00	0	0.00	0	0.00
GEN CNSL/EX DPTY SECR OF STATE	33,320	0.33	0	0.00	0	0.00	0	0.00
DEPUTY DIR OF ADMINISTRATION	13,419	0.33	0	0.00	0	0.00	0	0.00
DEPUTY DIR OF BUSINESS SRVS	14,419	0.33	0	0.00	0	0.00	0	0.00
ELECTIONS COUNSEL	17,250	0.33	0	0.00	0	0.00	0	0.00
DIR OF CONSTITUENT SERVICES	13,084	0.33	0	0.00	0	0.00	0	0.00
DIR OF BUSINESS SERVICES	26,267	0.31	0	0.00	0	0.00	0	0.00
DIR OF ELECTIONS & INFO TECHN	29,880	0.33	0	0.00	0	0.00	0	0.00
COMMUNICATIONS DIRECTOR	9,569	0.16	0	0.00	0	0.00	0	0.00
DEPUTY DIR OF COMMUNICATIONS	12,835	0.33	0	0.00	0	0.00	0	0.00
MANAGING EDITOR	14,184	0.33	0	0.00	0	0.00	0	0.00
YOUTH SVS LIBRARIAN/CONSULTANT	38,271	1.00	0	0.00	19,272	0.50	0	0.00
PERSONNEL OFFICER II	44,824	1.00	0	0.00	45,306	1.00	0	0.00
SECURITIES OFFICE MANAGER	11,095	0.29	0	0.00	0	0.00	0	0.00
LITIGATION COUNSEL	17,063	0.29	0	0.00	0	0.00	0	0.00
LIBRARIAN II	33,285	0.88	0	0.00	0	0.00	0	0.00
SECURITIES ENFORCEMENT COUNSEL	12,011	0.26	128,424	2.00	0	0.00	0	0.00
SPECIAL ADVISOR	4,474	0.08	0	0.00	0	0.00	0	0.00
<b>TOTAL - PS</b>	<b>8,868,506</b>	<b>226.82</b>	<b>10,375,027</b>	<b>271.30</b>	<b>10,137,949</b>	<b>269.30</b>	<b>0</b>	<b>0.00</b>
TRAVEL, IN-STATE	55,949	0.00	104,155	0.00	104,154	0.00	0	0.00
TRAVEL, OUT-OF-STATE	16,599	0.00	26,835	0.00	26,834	0.00	0	0.00
FUEL & UTILITIES	0	0.00	5	0.00	5	0.00	0	0.00
SUPPLIES	620,215	0.00	956,363	0.00	926,978	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	101,641	0.00	130,791	0.00	130,790	0.00	0	0.00
COMMUNICATION SERV & SUPP	176,062	0.00	235,223	0.00	235,222	0.00	0	0.00
PROFESSIONAL SERVICES	1,395,924	0.00	2,747,466	0.00	1,881,863	0.00	0	0.00
HOUSEKEEPING & JANITORIAL SERV	3,600	0.00	3,875	0.00	3,875	0.00	0	0.00
M&R SERVICES	805,139	0.00	1,107,081	0.00	1,092,080	0.00	0	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
COMPUTER EQUIPMENT	217,443	0.00	751,311	0.00	751,310	0.00	0	0.00
MOTORIZED EQUIPMENT	11,220	0.00	47,437	0.00	47,436	0.00	0	0.00
OFFICE EQUIPMENT	102,187	0.00	151,315	0.00	123,814	0.00	0	0.00
OTHER EQUIPMENT	28,414	0.00	139,859	0.00	39,858	0.00	0	0.00
PROPERTY & IMPROVEMENTS	11,373	0.00	8,024	0.00	8,023	0.00	0	0.00
BUILDING LEASE PAYMENTS	19,166	0.00	20,342	0.00	20,342	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	6,497	0.00	48,852	0.00	48,850	0.00	0	0.00
MISCELLANEOUS EXPENSES	4,031	0.00	30,061	0.00	30,061	0.00	0	0.00
<b>TOTAL - EE</b>	<b>3,575,460</b>	<b>0.00</b>	<b>6,508,995</b>	<b>0.00</b>	<b>5,471,495</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	44,893	0.00	1	0.00	45,001	0.00	0	0.00
<b>TOTAL - PD</b>	<b>44,893</b>	<b>0.00</b>	<b>1</b>	<b>0.00</b>	<b>45,001</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$12,488,859</b>	<b>226.82</b>	<b>\$16,884,023</b>	<b>271.30</b>	<b>\$15,654,445</b>	<b>269.30</b>	<b>\$0</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$9,010,676</b>	<b>190.67</b>	<b>\$9,091,420</b>	<b>208.76</b>	<b>\$9,051,420</b>	<b>205.76</b>		<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$334,760</b>	<b>7.95</b>	<b>\$906,785</b>	<b>14.80</b>	<b>\$747,107</b>	<b>12.80</b>		<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$3,143,423</b>	<b>28.20</b>	<b>\$6,885,818</b>	<b>47.74</b>	<b>\$5,855,918</b>	<b>50.74</b>		<b>0.00</b>

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Administrative Services

**Program is found in the following core budget(s):** Operating Core

**1. What does this program do?**

This core request is to allow continued service to the agency for financial, facilities, and central services.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Financial and Procurement authority is derived from Chapter 33 and 34, RSMo, and the agreements entered into between this office and the Office of Administration.

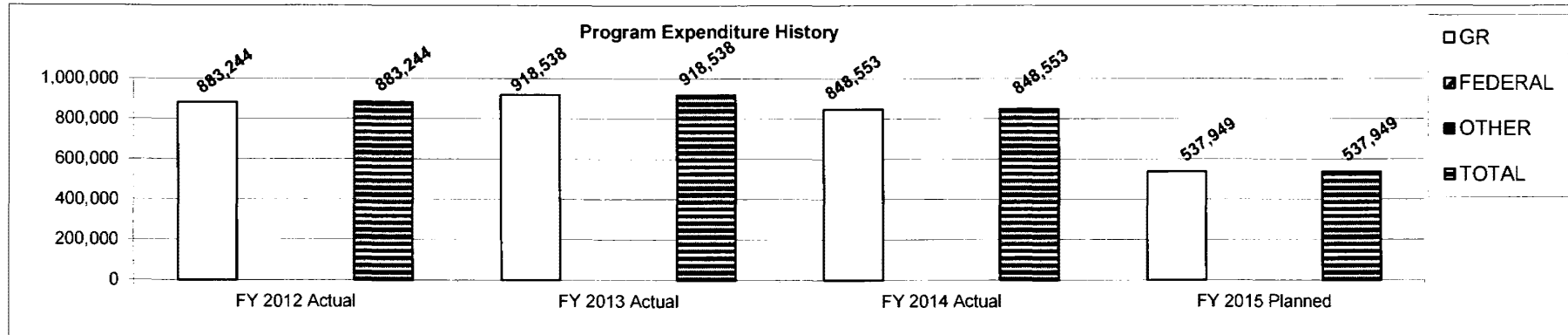
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

**7a. Provide an effectiveness measure.**

Without this appropriation, budgeting, vendor payments, procurement, financial reporting, mailroom, storeroom, and fleet management at the current level for the Office of the Secretary of State would not be possible.

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Administrative Services

**Program is found in the following core budget(s):** Operating Core

**7b. Provide an efficiency measure.**

The process of ordering and distributing office supplies was recently centralized in the storeroom. This has not only saved money, but has made it much more efficient for the divisions. Also, five employees located in the field were assigned fleet vehicles that previously were being reimbursed at the standard mileage rate or renting a vehicle. This increased the use of these cars, while decreasing mileage paid to these employees.

**7c. Provide the number of clients/individuals served, if applicable.**

The Administrative Services Division not only provides support to all the staff of the SOS, they also provide support to all grant recipients, such as the local libraries and local election authorities.

**7d. Provide a customer satisfaction measure, if available.**

Average invoice turn-around time is 14 days or less from date of invoice to payment, depending upon whether federal funds are involved and a drawdown is required before payment may issue. The mail is delivered on time, the storeroom is stocked to address agency-wide needs, and the fleet is safely maintained and scheduled.

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Executive Services

**Program is found in the following core budget(s):** Operating Core

**1. What does this program do?**

This core request is to maintain the current level of executive support for all divisions within the Office of the Secretary of State. This core request represents resources for the continued operation of Agency programs and the productive coordination of the various divisions. This includes the creation and definition of policy and the direction for implementation of these policies. Priority outcomes are:

- 1) Continue to provide leadership and expertise in business and information systems to state and local governments. This will be accomplished by continued strategic planning, coordination with other government agencies, and the commitment of resources to achieve the planned objectives.
- 2) Enhance information access for governmental and constituent customers.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

NA

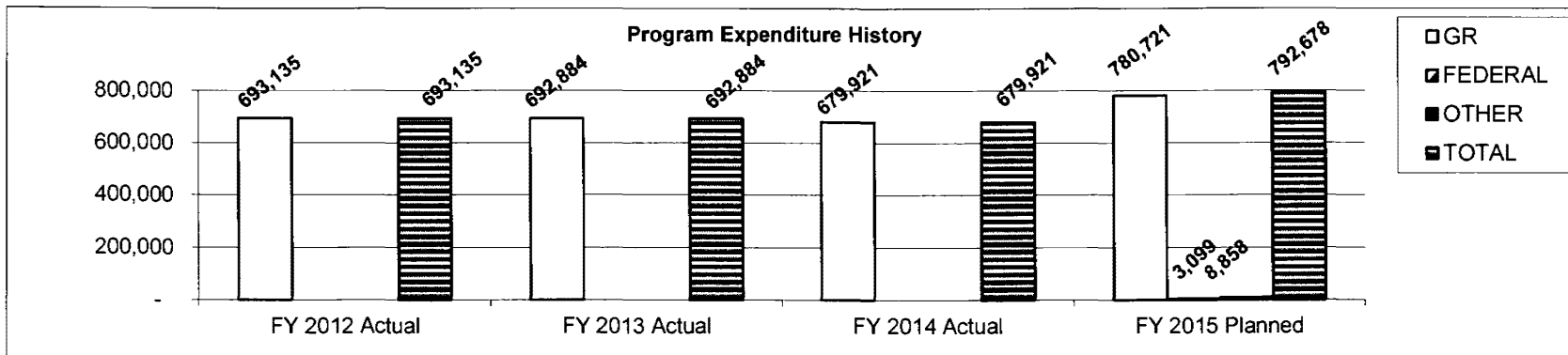
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Executive Services

**Program is found in the following core budget(s):** Operating Core

**6. What are the sources of the "Other " funds?**

Secretary of State's Technology Trust Fund Account  
Investor Education and Protection  
Local Records Preservation

**7a. Provide an effectiveness measure.**

None

**7b. Provide an efficiency measure.**

None

**7c. Provide the number of clients/individuals served, if applicable.**

The number of clients/individuals served are the budgeted FTE, as well as any prospective employees.

Publications distributed to the General Assembly, schools, and the public were: General Assembly Roster, Missouri Roster, Missouri Constitution, and Great Seal Sheets.

**7d. Provide a customer satisfaction measure, if available.**

None available

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Operating Core

### 1. What does this program do?

The Elections Division of the Office of the Secretary of State has identified several strategic issues and numerous goals that affect its core delivery of services. These include: 1) Preparing for and assisting local election authorities in conducting fair, accessible, and secure elections; planning for elections and statewide ballot issues including special elections and issues submitted to the people through initiatives, resolutions and referendums; reporting, counting and certifying election results; and meeting the requirements of the Help America Vote Act of 2002. 2) Providing quality customer service: Delivering responsive and timely service to meet increasing demand for answers to elections -related questions from local election authorities, elected officials, and the public; and maintaining statutory compliance in providing services to state and to local governments. 3) Enhancing information access: Maintaining statewide voter registration database and processing documents to make them accessible to the public when requested through this or other offices. 4) Providing enhanced opportunity to vote: Continuing to work with counties and state and federal agencies to implement the requirements of the National Voter Registration Act and Help America Vote Act; working to increase voter registration through public service announcements; evaluating existing election laws and suggesting any changes that could increase voter participation while maintaining election integrity. 5) Educate the public, government officials, and local election authorities about the elections process: Publishing various election materials; and participating in election conferences and speaking on issues of general applicability.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Chapters 115 and 116 of the Missouri Revised Statutes and federal law including the National Voter Registration Act and the Help America Vote Act.

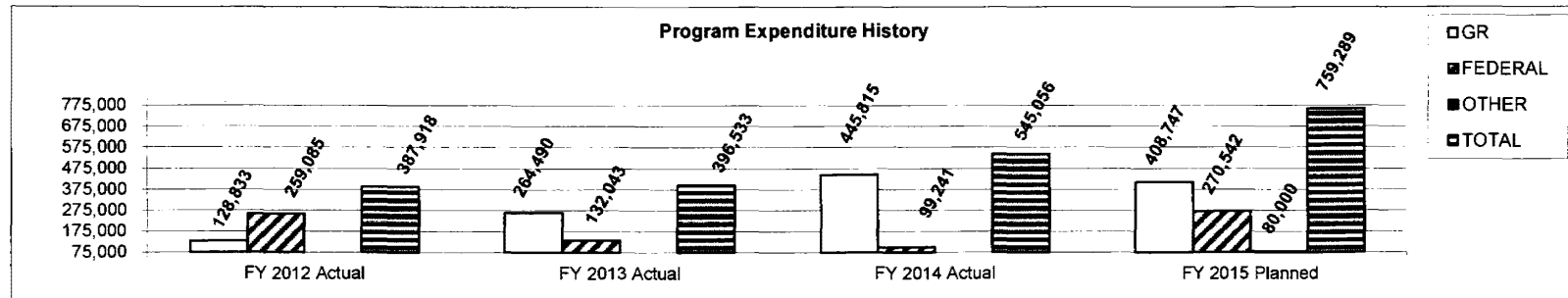
### 3. Are there federal matching requirements? If yes, please explain.

No.

### 4. Is this a federally mandated program? If yes, please explain.

No.

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



## PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Elections

Program is found in the following core budget(s): Operating Core

**6. What are the sources of the "Other " funds?**

Investor Education and Protection Fund

**7a. Provide an effectiveness measure.**

The numbers of registered voters and voter registration applications fluctuate from year to year. As of June 1, 2012 there were 4,081,632 registered voters. The Office of the Secretary of State mailed the following number of voter registration applications:

2008 - 759,982

2009 - 105,323

2010 - 203,074

2011- 245,561

2012 - 463,983

2013 - 118,112

The number of National Change of Address mailings by fiscal year were:

Fiscal Year 2010 = 284,125

Fiscal Year 2011 = 287,475

Fiscal Year 2012 = 390,000

Fiscal Year 2013 = 225,225

Fiscal Year 2014 = 222,687

**7b. Provide an efficiency measure.**

An adequate supply of voter registration applications are available from this office to fulfill a request the same day or within 24 hours.

**7c. Provide the number of clients/individuals served, if applicable.**

116 local election authorities and thousands of prospective registered voters and callers requesting information.

**7d. Provide a customer satisfaction measure, if available.**



## PROGRAM DESCRIPTION

**Department** Secretary of State

**Program Name** Records and Archives

**Program is found in the following core budget(s):** Operating Core

### 1. What does this program do?

The Records and Archives Division is comprised of the following three divisions:

**Archives:** The Missouri State Archives is the official repository for Missouri's records of permanent historical value. Among its holdings are land records from Missouri's colonial, territorial, and early statehood periods; the Missouri State Constitutions; the Journals of the Missouri House and Senate; Supreme Court of Missouri case files; State Appeals Court case files; Circuit and Probate Court case files; and records for Missouri counties. As the home of the state's permanently valuable records, the Missouri State Archives identifies, collects, preserves, and makes available to government officials, historians, students, family historians, and other researchers the permanent and historically significant records of Missouri.

**Records Management:** Records Management directs the efficient and effective management of the official records of state government agencies by establishing standards, procedures, and techniques for the management of records; developing schedules for the retention of records of continuing value and the prompt and orderly destruction of records no longer possessing sufficient value to warrant their future retention; and operating the State Records Center to provide secure cost-effective storage of paper records during their retention, and efficient destruction when the retention period has expired. The program evaluates the cost efficiency of microfilm and electronic records technologies and provides imaging, microfilming and microfilm storage services to state agencies.

**Local Records:** Through consultations, inventories, records processing projects and a competitive grant program, Local Records works with public officials to preserve the permanent and historically significant records of their offices. These local records are vital to the citizens of Missouri, documenting everything from marriages and property ownership to education and government expenditures. In addition, the program provides professional guidance on managing current records; everything from proper housing and storage of records to final disposition through the implementation of Local Records generated retention schedules.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

RSMo 109 and dedicated funding for Local Records from Recorder of Deeds user fees in RSMo 59.319 (3)

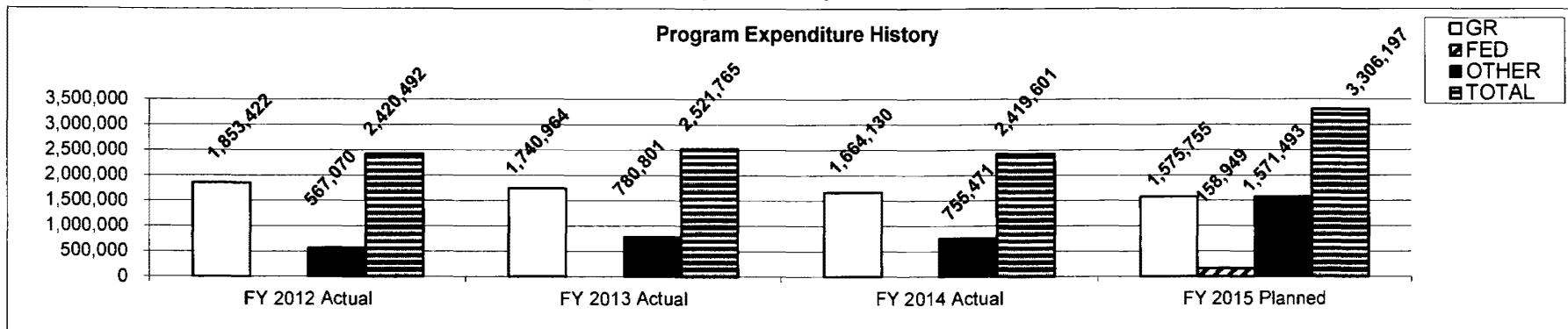
### 3. Are there federal matching requirements? If yes, please explain.

No

### 4. Is this a federally mandated program? If yes, please explain.

No

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



## PROGRAM DESCRIPTION

<b>Department</b> Secretary of State	
<b>Program Name</b> Records and Archives	
<b>Program is found in the following core budget(s):</b> Operating Core	

**6. What are the sources of the "Other " funds?**  
 Local Records Preservation Program (0577)  
 Secretary of State's Information Technology Trust Fund Account (0266)

**7a. Provide an effectiveness measure.**

Archives: In FY14, the Missouri State Archives responded to 24,768 information requests. Of these, 2,612 were first-time customers. The Archives website had 87,436,250 hits in FY14 with an average of 105,506 unique visitors each month.

<u>Records Management Imaging Services:</u>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15 Projected</b>
Images Microfilmed	2,518,193	3,867,461	3,480,358	3,400,000
Images Scanned	1,535,709	2,531,524	2,017,703	2,300,000

**7b. Provide an efficiency measure.**

Records Management:

	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15 Projected</b>
Records Center retrievals/filings	86,426	85,451	91,973	95,650

Local Records:

	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15 Projected</b>
Projects	85	80	85	85

## PROGRAM DESCRIPTION

**Department** Secretary of State

**Program Name** Records and Archives

**Program is found in the following core budget(s):** Operating Core

**7c. Provide the number of clients/individuals served, if applicable.**

Archives:

The statistics in section 7a include all mail, email, telephone, in person, and website customers.

Records Management: Number of state government units storing inactive records in State Records Center

	FY11	FY12	FY13	FY14	FY15 Projected
Agency units storing records in Records Center	380	401	418	416	430
Records Center total retrievals/filings	80,592	86,426	85,451	91,973	95,650
Records Center new box filings	25,585	25,050	28,619	32,711	34,019
Records Center boxes destroyed	10,469	6,978	7,336	2,193	8,000

Local Records: Core clients are all local government entities in Missouri including: 114 counties; 860 municipalities; 523 school districts; county, municipal, circuit, and probate clerks; recorders of deeds and collectors; and public school administrators.

**7d. Provide a customer satisfaction measure, if available.**

In FY14 Missouri Digital Heritage was named by "Family Tree Magazine" as one of the '101 Best Websites' for the 12th year in a row.

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Administrative Rules/Legal Services

**Program is found in the following core budget(s):** Operating Core

**1. What does this program do?** See response to question 2

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

The Administrative Rules Division is required by statute, Chapter 536 RSMo, to accept rule filings, edit the filings, and then publish them in the *Missouri Register* and the *Code of State Regulations* for the 191 state agencies/entities that promulgate rules. Rules or regulations have the force and effect of law and serve to implement and interpret the laws passed by the General Assembly and signed by the Governor. The Division publishes rule material six times per month which includes two (2) paper and two (2) Internet publications of the *Missouri Register* and one (1) paper and one (1) Internet publication of the *Code of State Regulations*. The Administrative Rules Division has implemented several features on the SOS homepage to assist in rulemaking such as: allowing state agencies to download current rules as word documents for use in amending current rules; providing fillable rulemaking forms/templates on-line; permitting agencies to email electronic copies of proposed rule text changes to SOS; and providing a timeline calculator to assist agencies in calculating key dates for rulemaking. This Division routinely answers questions from agencies and the public regarding filing rules and has published and maintains an updated rule manual containing uniform standards and procedures for use in making rule filings, *Rulemaking 1-2-3*. Division staff also assist agencies and the public in researching prior versions of a rule to accurately represent its history in legal proceedings. Additionally, the Administrative Rule Division offers classes to any agencies/entities in how to prepare and make rule filings.

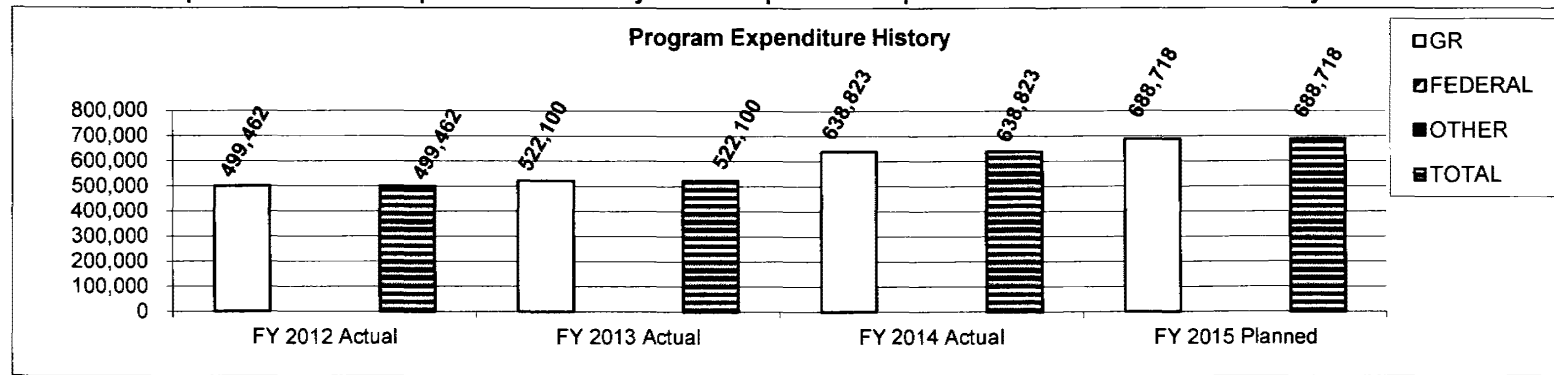
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Administrative Rules/Legal Services

**Program is found in the following core budget(s):** Operating Core

**6. What are the sources of the "Other " funds?**

**7a. Provide an effectiveness measure.**

Our primary effectiveness measure is continuing the timely processing of monthly publications without additional staff and little or no overtime. For the 2014 fiscal year, Ad Rules processed the following:

47 Emergency rules

504 Proposed rules

543 Orders of Rulemaking

24 In Additions

9 Executive Orders

201 Dissolutions and other filings were filed with our Division, for a total of 1372 total filings published. In fiscal year 2014, 2178 pages of *Missouri Register* and 2965 pages of *Code* were published. From July 1, 2014 through August 15, 2014, the Division has received 4 Emergency rule(s); 94 Proposed rules; 81 Orders of Rulemaking; 11 In Additions; 2 Executive Orders; 35 Dissolutions and other filings to make a total of 227 filings and a total of 264 pages of *Missouri Register* and 352 pages of *Code* published.

**7b. Provide an efficiency measure.**

The above was accomplished with no additional staff.

**7c. Provide the number of clients/individuals served, if applicable.**

Administrative Rules serves 191 state agencies/entities, who may have numerous rulemakers. Anyone interested in rulemaking may also access our website which has an electronic copy of the Rulemaking 1-2-3 manual, rulemaking forms, copy text for amending rules, and a timeline calculator for tracking key dates. An up-to-date copy of the *Missouri Register* and *Code* is also on our website.

**7d. Provide a customer satisfaction measure, if available.**

The Secretary of State's Office has received positive emails and written compliments regarding improvements to the Administrative Rule Division web page and its rulemaking classes. The Division of Administrative Rules offers in person rulemaking classes for all agencies upon request. From July 1, 2013 through September 3, 2014 numerous classes were requested and rulemaking training was conducted including classes with the Department of Elementary and Secondary Education; Commission for the Deaf and Hard of Hearing; Missouri Lottery; State Board of Probation and Parole; Department of Natural Resources; Department of Higher Education; Division of Professional Registration; Public Service Commission; and Office of Missouri Secretary of State, Securities Division. Positive comments have been received from the attendees of this training that the Departments and Commission found the training beneficial.

## PROGRAM DESCRIPTION

**Department Secretary of State**

**Program Name Securities Division**

**Program is found in the following core budget(s):** Operating Core

**1. What does this program do?**

The Securities Division provides investor protection to the citizens of Missouri through the administration and enforcement of the Missouri Securities Act of 2003 and the Model Commodities Code. Enforcement includes investigations, issuance of subpoenas, issuance of administrative orders prohibiting violations, the commencement of civil actions in circuit court and referrals of criminal matters to state and federal prosecutors. Administration includes the registration of broker-dealers, their agents, investment advisers and their representatives, the registration of securities, and the notice-filing of federal covered securities and state exemptions from registration. Investor Education includes the preparation and printing of education materials for seminars, presentations and other public events and funding for financial education in elementary and high schools.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Securities Act of 2003, Section 409.1-101 et seq., RSMo., and 2003 Model Commodities Code, 409.800 et seq., RSMo.

**3. Are there federal matching requirements? If yes, please explain.**

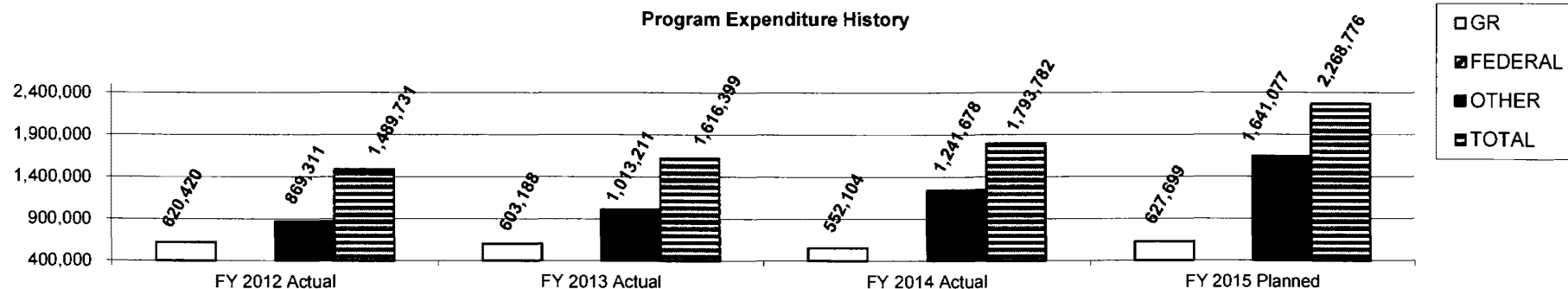
No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**

**Program Expenditure History**



## PROGRAM DESCRIPTION

**Department** Secretary of State

**Program Name** Securities Division

**Program is found in the following core budget(s):** Operating Core

**6. What are the sources of the "Other " funds?**

Investor Education and Protection Fund (0829)

**7a. Provide an effectiveness measure.**

Measuring the effectiveness of law enforcement is difficult. Stronger investor protection should result in a lower percentage of complaints involving fraud and unregistered activity.

**7b. Provide an efficiency measure.**

Measuring the efficiency of law enforcement is difficult. Theoretically, law enforcement is more efficient with increased case analysis and prompt action.

**7c. Provide the number of clients/individuals served, if applicable.**

	FY 2012	FY 2013	FY 2014
Registered securities sellers/advisers			
- Broker-dealers	1,691	1,694	1,650
- Broker-dealer agents	125,571	135,727	138,421
- Investment advisers-registered	301	377	378
- Federal Advisers-notice filed	1,217	1,259	1,292
- Investment adviser representatives	8,924	9,795	9,959
Registered securities offerings	50	32	44
Federal covered securities notice-filings	2,733	1,950	2,929
State exemption notice-filings	31	29	26

	FY2012	FY2013	FY 2014
Enforcement investigations opened	110	93	111
BDIA examinations/audits	159	90	96
Administrative enforcement orders	37	31	27
Prison sentences ordered from Securities Referrals (in years)	16 yrs 6 mths	31 yrs 9 mths	116 yrs 9 mths
Victim restitution orders	9	12	8
Amount of restitution ordered	\$ 5,703,834.99	\$7,458,290.68	\$6,605,290.67

**7d. Provide a customer satisfaction measure, if available.**

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Business Services

**Program is found in the following core budget(s):** Operating Core

**1. What does this program do?**

The Business Services Division is comprised of four business units: Corporations, Uniform Commercial Code (UCC), Commissions, and the Safe at Home Program. Corporations is responsible for receiving, filing and maintaining all business and corporate filings that are required by law, as well as handling service of process and filing and maintaining trademark and service mark registrations. UCC is responsible for receiving, filing and maintaining notice filings for secured transactions as required by law. Commissions is responsible for receiving, filing and maintaining notary applications; documenting and providing certificates to gubernatorial appointees; processing certifications and apostilles for international documents; and handling foreign extraditions. The *Safe at Home* Program is an address confidentiality program which provides survivors of sexual assault, rape, stalking and domestic violence a substitute mailing address to use on new records they create with state agencies, local government agencies, and the courts.

Each work area is responsible for answering customer inquiries timely and accurately whether by phone, in person, or through correspondence with the office. Business Services has field offices in St. Louis, Kansas City, and Springfield.

All filings in our Corporations unit utilize SystemWORKS, our new filing software. Nearly all corporate filings may now be filed online through our new system, as well as all UCC filings.

The Business Services Division also efficiently serves customers through access to business records and images 24 hours a day, seven days a week through the Secretary of State's web site.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Statutes 28, 274, 347, 349, 351, 352, 354, 355, 356, 357, 358, 359, 362, 375, 380, 388, 394, 400, 417, 486, 506 and 589

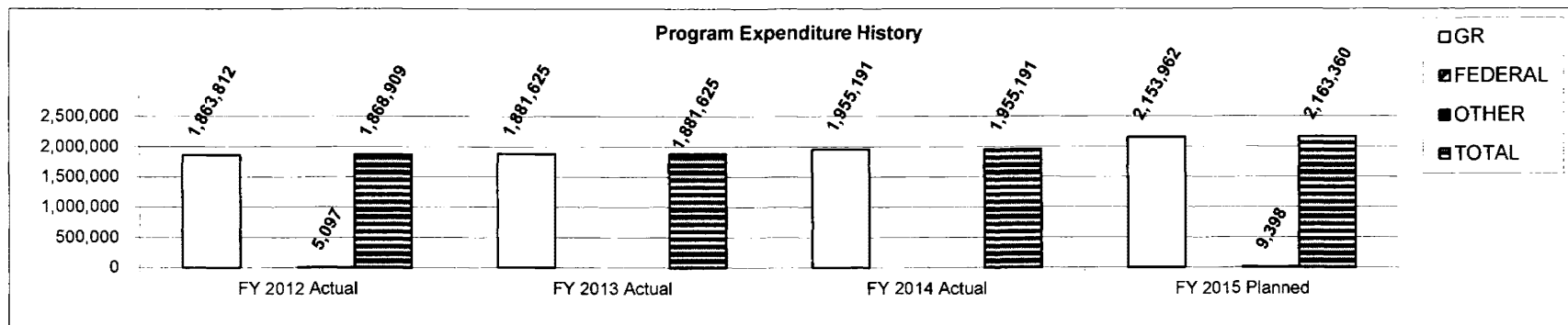
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**





## PROGRAM DESCRIPTION

**Department:** Secretary of State  
**Program Name:** Business Services  
**Program is found in the following core budget(s):** Operating Core

**6. What are the sources of the "Other " funds?**

Secretary of State Technology Trust Fund

**7a. Provide an effectiveness measure.**

The Business Services Division tracks turn-around time for all documents processed. Newly introduced online services now provide customers the ability to instantly file most documents. Average processing time for paper documents is 2-5 days or less, though the implementation of our new filing system in late June has temporarily increased this processing time. Walk-in customers receive immediate processing of their documents, with only a few exceptions that need more specialized review. Mail for *Safe at Home* participants is processed and sent out to the participants the same day as received.

**7b. Provide an efficiency measure.**

Business Filings			
	Online Filings	Paper Filings	Total
FY2014	163,090	151,483	314,573

UCC Filings			
	Online Filings	Paper Filings	Total
FY2014	143,482	12,863	156,345

**7c. Provide the number of clients/individuals served, if applicable.**

The Business Services Division processes approximately 900,000 documents annually (includes notary, service of process, trademarks, certificate requests, and all accepted and rejected corporate filings). For FY2014, the Division averaged 8,203 unique visitors accessing the Division's website every day and almost 300 individuals visited our offices every week. The *Safe at Home* program continues to grow as over 2,000 participants have been served by the *Safe at Home* Address Confidentiality Program since the program began in 2007.

**7d. Provide a customer satisfaction measure, if available.**

In May 2014, our Division conducted a short online customer survey and 429 customers responded. Customers were asked to rate our services on a scale of 1-5, with 5 indicating "most satisfied." Over 90% rated the Division's overall quality of service a 4 or a 5, and 75% provided a 4 or 5 when asked to compare their experience with the Division compared to other state agencies.

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Information Technology Division

**Program is found in the following core budget(s):** Operating Core

### 1. What does this program do?

The Secretary of State (SOS) Information Technology Division provides a full range of information systems management services to all sections of the Office of Secretary of State. Specific network infrastructure services provided to the Office of the Secretary of State include basic help desk support; desktop, notebook and other computer peripheral installation, maintenance and management; printer installation management and maintenance; network design, installation, management and security, including routers, switches, firewalls and intrusion detection systems; and server installation, administration and management. Specific information system management services provided to the Office of Secretary of State include information system and business process analysis and design; information system development and maintenance; project management; and disaster recovery and business continuity planning. Additionally, the SOS Information Technology Division is responsible for the development, maintenance and management of the Internet, intranet, and extranet presence of the Office of Secretary of State. SOS Information Technology Division works in cooperation with the SOS Elections Division to provide oversight and management of a centralized voter registration system to the local election authorities of each election jurisdiction in the State of Missouri.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

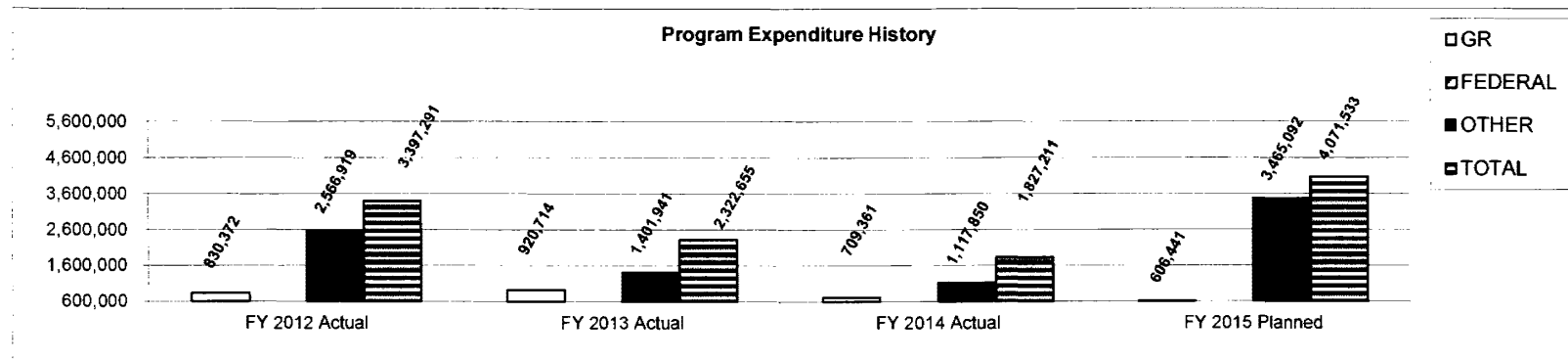
### 3. Are there federal matching requirements? If yes, please explain.

No

### 4. Is this a federally mandated program? If yes, please explain.

No

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



### 6. What are the sources of the "Other" funds?

Secretary of State Technology Trust Fund (0266)

Investor Education and Protection Fund (0829)

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Information Technology Division

**Program is found in the following core budget(s):** Operating Core

**7a. Provide an effectiveness measure.**

The following measures have been identified as important in determining, managing and improving the overall effectiveness of services delivered.

	Actual
Network Availability	99.95%
Service Request Ticket Volume	276/month
Number of Completed Projects	18

**7b. Provide an efficiency measure.**

The following measures have been identified as important in determining, managing and improving the overall efficiency of services delivered.

	Actual
Service Request Ticket Turnaround Time (Avg)	1 hr. 9 min

**7c. Provide the number of clients/individuals served, if applicable.**

The SOS Information Technology Division supports all SOS staff as well as the Local Elections Authorities and their staff in each county. Additionally, the SOS IT Division indirectly supports the hundreds of thousands of citizens that interact with the other SOS divisions through their various online applications and services.

SOS Staff	269.3
Local Elections Authorities and Staff	1200
System transactions completed by citizens or businesses	> 3,000,000

**7d. Provide a customer satisfaction measure, if available.**

Customer satisfaction is an important measure in validating the overall effectiveness and efficiency of our operation and the services provided. Satisfaction measures include over 99% website availability.

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

**Program is found in the following core budget(s):** Operating Core

### 1. What does this program do?

The State Library works to improve library service throughout Missouri and for state government. It provides leadership and expertise in library and information services, promotes the establishment and development of stronger libraries, and maintains quality library service to the legislature and the executive branch agencies as well as other state and local governments.

#### Reference Services

The six full-time staff members of the Reference Services Division of the Missouri State Library provide research services to Missouri state government employees, executive branch agencies, and members of the Missouri General Assembly. Resources used to provide these services include searchable collections of electronic journals, newspapers, and e-books, as well as print books, journals, and federal and state government publications. Reference Services also provides training to Missouri state government employees on the division's resources, compiles news articles about Missouri state government from nine Missouri newspapers for inclusion in *Keeping Up*, maintains a digital library of Missouri state government publications, and contributes to MOBIUS, a statewide library consortium. Also, as a member of a global partnership of libraries and research institutions, Reference Services borrows materials for state employees from institutions across the world.

#### Library Development

The Library Development Division of the Missouri State Library distributes state aid, federal and private grant funds and provides literacy and technical assistance, training and continuing education, and administrative guidance to local libraries to strengthen and expand the quality and availability of library services appropriate to meet the educational, cultural, intellectual, workforce, personal and social development needs of Missourians, particularly persons with difficulty using the library, those in underserved rural and urban areas, and those with limited functional literacy or information skills. Particular focus is given to assisting libraries in expanding early literacy activities to ensure children have the skills they need to learn to read; summer reading programs to ensure children retain their reading skills over the summer; resource sharing among libraries so that all library users can make use of materials in any library in the state; and technology assistance for the equipment and internet access needed to access information, support education, and apply for jobs.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

RSMo Ch181; Mo Constitution, Article X, Section 10. Library Services and Technology Act; Public Law 104-298, as amended.

## PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Library Services

Program is found in the following core budget(s): Operating Core

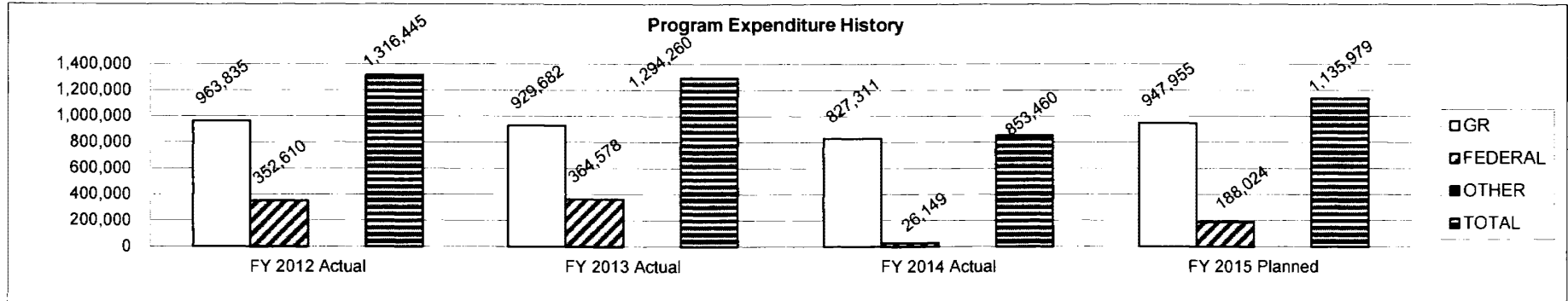
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

None.

7a. Provide an effectiveness measure.

**Reference Services:**

**2,069,743** - web hits for Governor's Executive Orders on website in FY14. Reference Services is unique in offering not just the text but the images of executive orders covering more than three decades.

**2,646** - Number of print items checked out in FY14

**7,693** (estimated) - articles evaluated for Keeping Up in FY14.

**Library Development**

	FY2012	FY2013	FY2014
Population Served	5,455,641	5,450,526	5,470,525

**PROGRAM DESCRIPTION**

**Department: Secretary of State**

**Program Name: Library Services**

**Program is found in the following core budget(s): Operating Core**

***Federal Grants Awarded***

The LSTA 2008-2012 plan evaluation showed 72% of public libraries consider federally-funded grant opportunities as Very Important or Critical in being able to serve patrons well.

	<b>FY2012</b>	<b>FY2013</b>	<b>FY2014</b>
<b>Federal Grants Awarded</b>	140	205	156

***Resource Sharing Statistics***

Loans filled and requested by Missouri public libraries. Requests could be filled by libraries of all types in Missouri and beyond.

	<b>FY2012</b>	<b>FY2013</b>	<b>FY2014</b>
<b>Interlibrary Loans Requested</b>	210,369	210,426	179,569
<b>Interlibrary Loans Filled</b>	112,573	117,228	111,599

**7b. Provide an efficiency measure.**

**Reference Services statistics:**

**Database usage/cost:**

**\$23,802.64 / 239,148 hits (includes searches) = \$0.10** - Cost per hit for databases. Alternate rendering, excluding search:

**\$23,802.64 / 155,912 = \$0.16** per info unit delivered

**Interlibrary loan:**

714 - Number of state employee interlibrary loan requests handled in FY14. 91% of those requests were for articles.

144 - Number of items in Reference Services' collections loaned to patrons of other libraries and research institutions.

30 - Number of hours on average after a request was sent by a global partner library for Reference Services staff to fill the request.

Institutions who filled requests for Reference Services' patrons averaged a 71 hour turnaround time.

**Library Development**

The LSTA 2008-2012 plan evaluation conducted by an independent evaluator showed that the Library Development Division of the Missouri State Library is a strong and vital resource for Missouri's citizens in that Library Development staff 1) conducts qualitative assessment on an ongoing basis to monitor progress toward meeting Plan goals; 2) strives to find innovative ways to tie staff training to local program development and implementation; 3) encourages use of technology to strengthen services; and 4) continues to search for ways to improve library services in underserved areas.

## PROGRAM DESCRIPTION

**Department: Secretary of State**

**Program Name: Library Services**

**Program is found in the following core budget(s): Operating Core**

**7c. Provide the number of clients/individuals served, if applicable.**

**Reference Services statistics:**

**2,882** - Number of Keeping Up subscribers

**2,296** - Number of Missouri State Library cardholders

**744** - Number of cardholders who also subscribe to Keeping Up

**127,791** - Visitors to Reference Services pages

**Library Development statistics:**

**State Aid to Public Libraries:**

Eligible library districts, per FY

Population of library districts

State Aid funds distributed

FY2012	FY2013	FY2014
163	164	165
5,455,641	5,450,526	5,470,525
\$3,604,001	\$3,504,001	\$3,504,001

**Summer Reading Club:**

Youth summer reading club participants

Teen summer reading club participants

2012	2013	2014
183,990	187,538	213,216
49,474	32,767	61,483

**7d. Provide a customer satisfaction measure, if available.**

**Reference Services statistics:**

Reference Services emphasizes instructing state government employees in effectively using the digital research tools the division provides, containing journal articles, reports and data crucial for the work these employees do for Missourians.

**Customer satisfaction from Reference Services' classes:**

**268** - Number of state employees attending Reference Services' classes and presentations in FY14.

**85%** - The percent of sessions directly requested by Departments of Health and Senior Services, Mental Health, Natural Resources, Revenue, Social Services, Economic Development, Labor, Conservation, and the SOS's Kansas City office.

**100%** - The percent of attendees surveyed who agreed or strongly agreed classes were helpful, effective, & the instructor was knowledgeable and effective, and that the class's content presented would help improve their job performance.

**Library Development**

Library staff give consistently high ratings to training provided, whether in person or online.

Surveys results from the LSTA FY2008-2012 evaluation show that CE training events are perceived by most participants as being an effective tool for increasing understanding of new library practices and procedures. Furthermore, most participants report sharing information with other staff and applying what they have learned to programming and services.

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Wolfner Library

**Program is found in the following core budget(s):** Operating Core

**1. What does this program do?**

The Wolfner Talking Book and Braille Library is a free library service available to anyone in the State of Missouri certified unable to read standard print materials due to a visual or physical disability. The library collection consists of more than 185,000 volumes of books in non-print formats (audio recordings and Braille) on a broad range of fiction and non-fiction topics, for all ages. Wolfner Library staff also facilitate patron downloading of digital books from BARD, a national repository of talking books for eligible citizens. The library loans machines to those using the recorded materials. Books, magazines and machines are mailed to and from library patrons, wherever they reside, at no charge. Over 10,000 Missourians actively use the Wolfner Library service. Volunteers assist in this program by preparing outreach packets and mailings, adding labels to envelopes, cartridges and containers, adding braille to picture books, and recording audio versions of books with a Missouri connection. These books will be available on the Braille Audio Recording Download site operated by the National Library Service by the end of 2014.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Revised Statutes 181.065 and PL 89-522

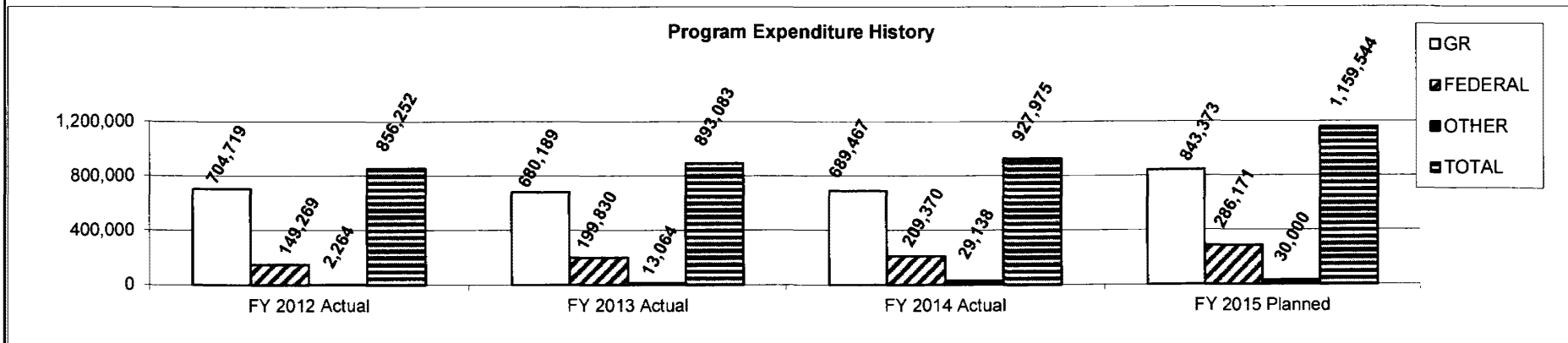
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

Public Law 89-522 establishes a national program to provide library service to everyone in the United States who cannot use print. Each state provides services to the blind and physically disabled under the direction of the National Library Service.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**





## PROGRAM DESCRIPTION

Department: Secretary of State

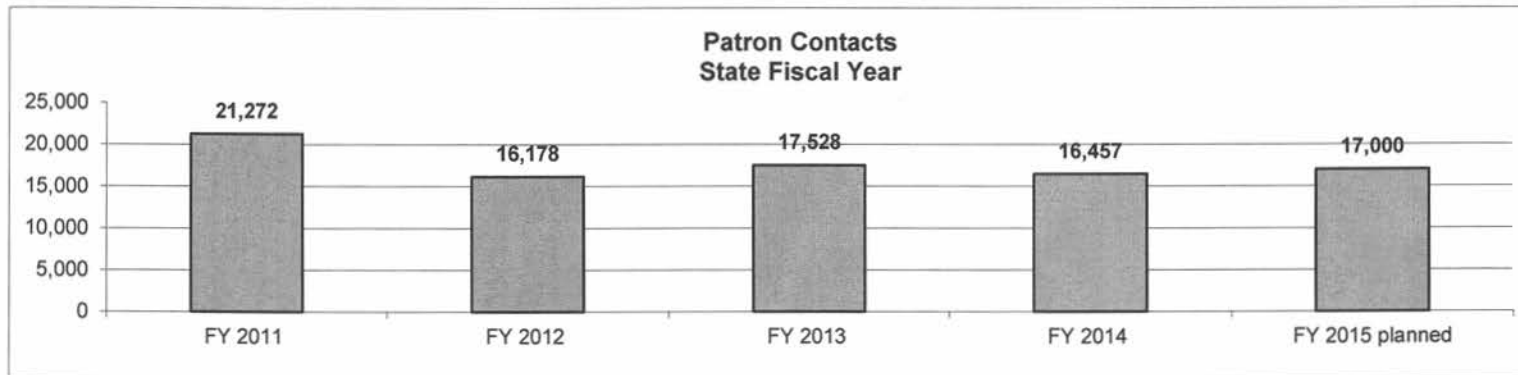
Program Name: Wolfner Library

Program is found in the following core budget(s): Operating Core

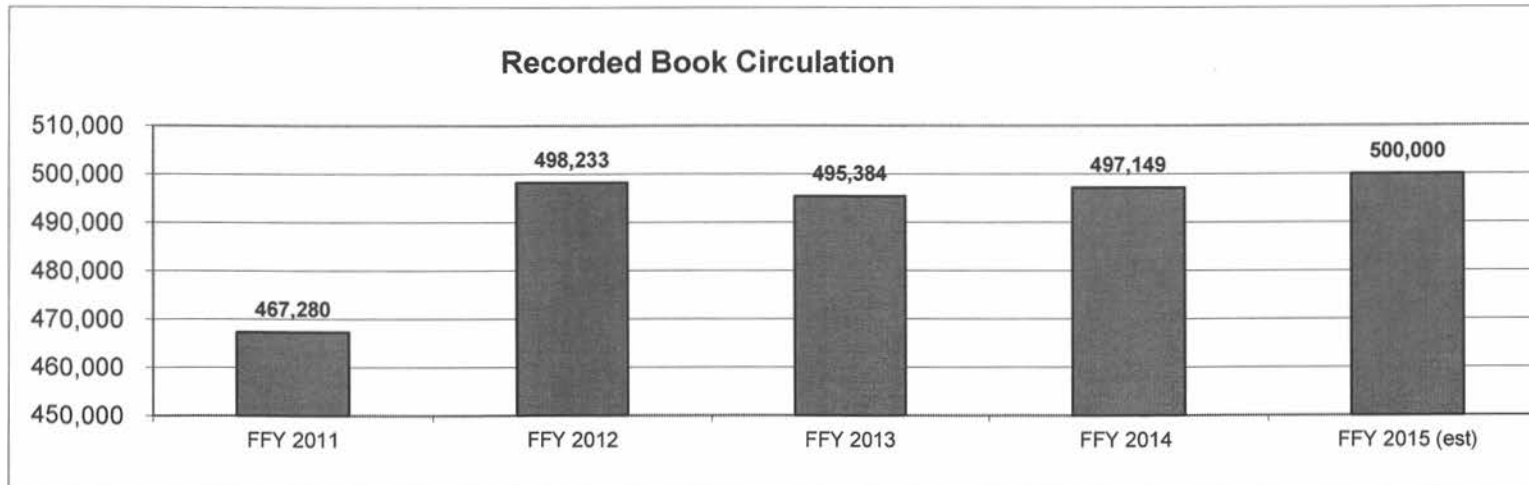
**6. What are the sources of the "Other " funds?**

Wolfner Library Trust Fund (0928) and Library Networking Fund (0822)

**7a. Provide an effectiveness measure.**



**7b. Provide an efficiency measure.**



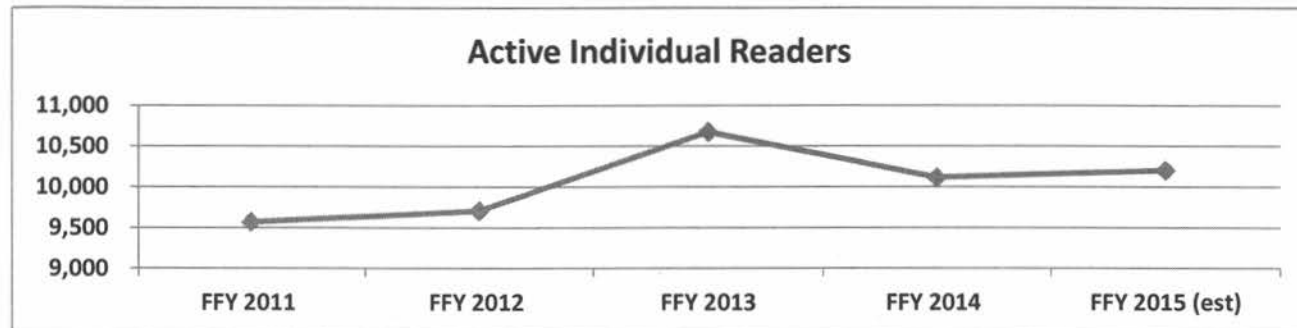
## PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Wolfner Library

Program is found in the following core budget(s): Operating Core

7c. Provide the number of clients/individuals served, if applicable.



7d. Provide a customer satisfaction measure, if available.

### **Wolfner Library Patron Survey**

A survey of 2012 by an independent research group, the Avant Marketing, gave the following results:

The Wolfner Library receives very high performance ratings from Patrons.

Specifically, the Library receives an "Excellent" rating from 75% of survey respondents, a "Good" rating from another 20.5% and only 1.1% provided a "Poor" rating.

NEW DECISION ITEM  
RANK: 5 OF 9

Department: Office of the Secretary of State  
Division: Records Management  
DI Name: Shelving and Additional Equipment DI# 1231005

Budget Unit \_\_\_\_\_

**1. AMOUNT OF REQUEST**

	FY 2016 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	842,600	0	0	842,600
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>842,600</b>	<b>0</b>	<b>0</b>	<b>842,600</b>
 FTE	 0.00	 0.00	 0.00	 0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2016 Governor's Recommendation			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
 FTE	 0.00	 0.00	 0.00	 0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input checked="" type="checkbox"/> Program Expansion	<input checked="" type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input type="checkbox"/> Other: _____	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

OA Leasing is consolidating multiple state agency leases across Missouri. This space consolidation resulted in a substantial increase in the number of boxes received at the State Records Center (SRC). In addition, 40,000-50,000 boxes are currently on hold due to litigation or are waiting for audit. In order to accommodate the increased storage demands at the SRC and the ongoing legal holds, additional shelving is needed. 1,061 shelving units are needed to accommodate state agency storage needs for approximately 2 - 3 years at the current rate of growth. The fourteen foot ladders currently used have become very inefficient because of the high volume of boxes stored at the SRC. In addition, because of the height of the shelving units, the ladders are not as safe for our staff to store or retrieve boxes. Therefore, we have included three work assist vehicles to improve work efficiencies and safety.

NEW DECISION ITEM  
RANK: 5 OF 9

Department: Office of the Secretary of State	Budget Unit _____
Division: Records Management	
DI Name: Shelving and Additional Equipment	DI# 1231005

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

To finish shelving the Records Center and the KSIC building, approximately 1,061 shelving units will need to be purchased at a total cost of \$652,000. To install the units, the cost will be approximately \$73,000. The Records Center located on Scruggs Station Road will need limited renovations to accommodate these shelves. OA Leasing has current space they plan to make available to house the additional shelving units. This space is currently in HB 13. The estimated renovation costs are \$60,000. Three work assist vehicles will ensure safety and efficiency. The estimated cost for three is \$48,600. Ongoing maintenance costs for three work assist vehicles is estimated to be \$9,000 annually.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
	0						0	0.0	
							0	0.0	
<b>Total PS</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>
BOBC 590 - Shelving	652,000						652,000		652,000
BOBC 560 - Work assist vehicles	48,600						48,600		48,600
BOBC 680 - Bracing/Install & renovations	133,000						133,000		133,000
BOBC 430 - Repair and maintenance - ongoing	9,000						9,000		0
<b>Total EE</b>	<b>842,600</b>		<b>0</b>		<b>0</b>		<b>842,600</b>		<b>833,600</b>
Program Distributions							0		
<b>Total PSD</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>
Transfers									
<b>Total TRF</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>
<b>Grand Total</b>	<b>842,600</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>842,600</b>	<b>0.0</b>	<b>833,600</b>

NEW DECISION ITEM  
RANK: 5 OF 9

Department: Office of the Secretary of State		Budget Unit _____							
Division: Records Management									
DI Name: Shelving and Additional Equipment		DI# 1231005							
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
							0	0.0	
							0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
							0		
							0		
							0		
Total EE	0		0		0		0		0
Program Distributions							0		
Total PSD	0		0		0		0		0
Transfers									
Total TRF	0		0		0		0		0
Grand Total	0	0.0	0	0.0	0	0.0	0	0.0	0

NEW DECISION ITEM  
RANK: 5 OF 9

Department: Office of the Secretary of State  
Division: Records Management  
DI Name: Shelving and Additional Equipment DI# 1231005

Budget Unit \_\_\_\_\_

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

The average annual cost to store a cubic foot box of records in the State Records Center is \$1.42, while one cubic foot of records in a MO government office environment is \$12.00. The total cost savings over just five years for a single box stored in the Records Center is \$47.07. Each filled shelving unit will save the state \$202 the first year, and \$888 every year after. Switching from 14 foot tall ladders to work assist vehicles will allow the Records Center to be more efficient and it will increase the safety of our workers.

**6b. Provide an efficiency measure.**

Adding shelving units to maximize existing space provides more effective and efficient use of the space.

Using work assist vehicles instead of 14 foot ladders will not only increase efficiency, but will increase the safety of our workers.

**6c. Provide the number of clients/individuals served, if applicable.**

The Records Center currently houses 383,625 boxes for 430 different state agencies.

**6d. Provide a customer satisfaction measure, if available.**

The average turnaround time for distribution of boxes after being requested is 2 to 3 days.

**NEW DECISION ITEM**

**RANK:** 5 **OF** 9

<b>Department:</b> Office of the Secretary of State	<b>Budget Unit</b> _____
<b>Division:</b> Records Management	
<b>DI Name:</b> Shelving and Additional Equipment	<b>DI#</b> 1231005

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

In 2014, the Division of Records Management implemented new policies mandating agencies review their Disposition Approval forms twice a year and return them or risk losing the ability to store records at the Records Center. Records Management also implemented new procedures for legal holds to ensure that records which must be retained past their original disposition date are kept, and the ones that can be destroyed are recycled. Records Management continues to review and update agency records retention schedules to ensure records are kept for a sufficient amount of time.

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>SECRETARY OF STATE</b>								
<b>Records Ctr. Shelving &amp; Equip. - 1231005</b>								
M&R SERVICES	0	0.00	0	0.00	9,000	0.00	0	0.00
MOTORIZED EQUIPMENT	0	0.00	0	0.00	48,600	0.00	0	0.00
OTHER EQUIPMENT	0	0.00	0	0.00	652,000	0.00	0	0.00
BUILDING LEASE PAYMENTS	0	0.00	0	0.00	133,000	0.00	0	0.00
TOTAL - EE	0	0.00	0	0.00	842,600	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$842,600</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$842,600	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00



# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>GRANTS AND PROJECTS</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
SECRETARY OF STATE-FED & OTHER	32,531	0.00	22,014	0.00	22,014	0.00	0	0.00
TOTAL - EE	32,531	0.00	22,014	0.00	22,014	0.00	0	0.00
PROGRAM-SPECIFIC								
SECRETARY OF STATE-FED & OTHER	48,251	0.00	177,986	0.00	177,986	0.00	0	0.00
TOTAL - PD	48,251	0.00	177,986	0.00	177,986	0.00	0	0.00
<b>TOTAL</b>	<b>80,782</b>	<b>0.00</b>	<b>200,000</b>	<b>0.00</b>	<b>200,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$80,782</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

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# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23142C
<b>Division</b>	Administrative Services		
<b>Core -</b>	Federal Grants, Donations, Projects		

1. CORE FINANCIAL SUMMARY									
FY 2016 Budget Request					FY 2016 Governor's Recommendation				
	GR	Federal	Other	Total		GR	Fed	Other	Total
PS	0	0	0	0	PS	0	0	0	0
EE	0	22,014	0	22,014	EE	0	0	0	0
PSD	0	177,986	0	177,986	PSD	0	0	0	0
TRF	0	0	0	0	TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
 FTE	 0.00	 0.00	 0.00	 0.00	 FTE	 0.00	 0.00	 0.00	 0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:	Other Funds:
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2. CORE DESCRIPTION	
<p>The Office of the Secretary of State requests this appropriation to provide a means of receiving and expending funds that become available during the fiscal year from grants, contracts, or gifts from the federal government, other governmental entities, and private sources. Similar appropriations have been provided for many years to a number of departments of state government such as the Department of Elementary and Secondary Education, the Department of Health and Senior Services, the Department of Mental Health, and the Department of Social Services. This request continues in accordance with recommendations from OA, Budget and Planning, regarding open-ended federal appropriations.</p> <p>The Secretary of State currently has two active grants utilizing this fund.</p>	

3. PROGRAM LISTING (list programs included in this core funding)

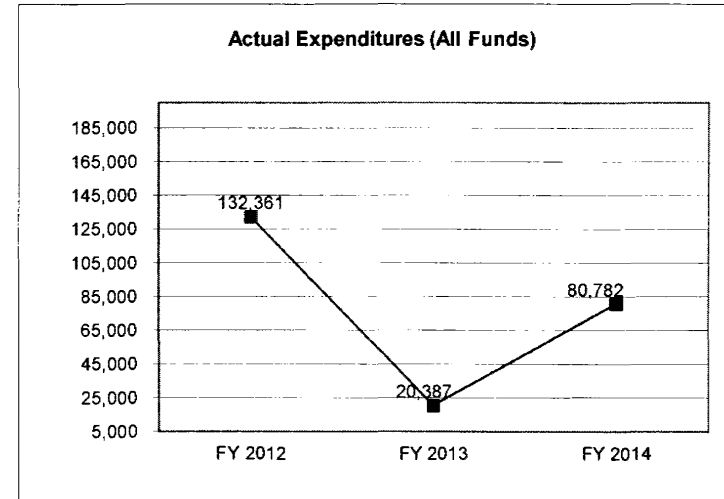
**CORE DECISION ITEM**

**Department** Secretary of State  
**Division** Administrative Services  
**Core -** Federal Grants, Donations, Projects

**Budget Unit** 23142C

**4. FINANCIAL HISTORY**

	<b>FY 2012 Actual</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Current Yr.</b>
Appropriation (All Funds)	200,000	200,000	200,000	200,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	200,000	200,000	200,000	N/A
Actual Expenditures (All Funds)	132,361	20,387	80,782	N/A
Unexpended (All Funds)	67,639	179,613	119,218	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	67,639	179,613	119,218	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:**

This appropriation has enabled the receipt of numerous National Historical Publications and Records Commission (NHPRC) grants.

# CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
GRANTS AND PROJECTS

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	0	22,014	0	22,014	
	PD	0.00	0	177,986	0	177,986	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	
DEPARTMENT CORE REQUEST							
	EE	0.00	0	22,014	0	22,014	
	PD	0.00	0	177,986	0	177,986	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	0	22,014	0	22,014	
	PD	0.00	0	177,986	0	177,986	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>GRANTS AND PROJECTS</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	0	0.00	1,000	0.00	1,000	0.00	0	0.00
TRAVEL, OUT-OF-STATE	0	0.00	1	0.00	1	0.00	0	0.00
FUEL & UTILITIES	0	0.00	1	0.00	1	0.00	0	0.00
SUPPLIES	0	0.00	3,000	0.00	3,000	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	2,500	0.00	1	0.00	1	0.00	0	0.00
COMMUNICATION SERV & SUPP	0	0.00	1	0.00	1	0.00	0	0.00
PROFESSIONAL SERVICES	30,031	0.00	18,000	0.00	18,000	0.00	0	0.00
HOUSEKEEPING & JANITORIAL SERV	0	0.00	1	0.00	1	0.00	0	0.00
M&R SERVICES	0	0.00	1	0.00	1	0.00	0	0.00
COMPUTER EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
MOTORIZED EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
OFFICE EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
OTHER EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1	0.00	1	0.00	0	0.00
BUILDING LEASE PAYMENTS	0	0.00	1	0.00	1	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	1	0.00	1	0.00	0	0.00
MISCELLANEOUS EXPENSES	0	0.00	1	0.00	1	0.00	0	0.00
<b>TOTAL - EE</b>	<b>32,531</b>	<b>0.00</b>	<b>22,014</b>	<b>0.00</b>	<b>22,014</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	48,251	0.00	177,986	0.00	177,986	0.00	0	0.00
<b>TOTAL - PD</b>	<b>48,251</b>	<b>0.00</b>	<b>177,986</b>	<b>0.00</b>	<b>177,986</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$80,782</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>		<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$80,782</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>		<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>		<b>0.00</b>

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Federal grants, donations, contracts

**Program is found in the following core budget(s):** Administrative Services

**1. What does this program do?**

The opportunity to apply for federal funding and other grants comes at various times throughout the fiscal year. Not all of the funding opportunities can be foreseen ahead of time. This appropriation has the effect of substantially increasing the department's ability to take advantage of funds which may become available between sessions.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

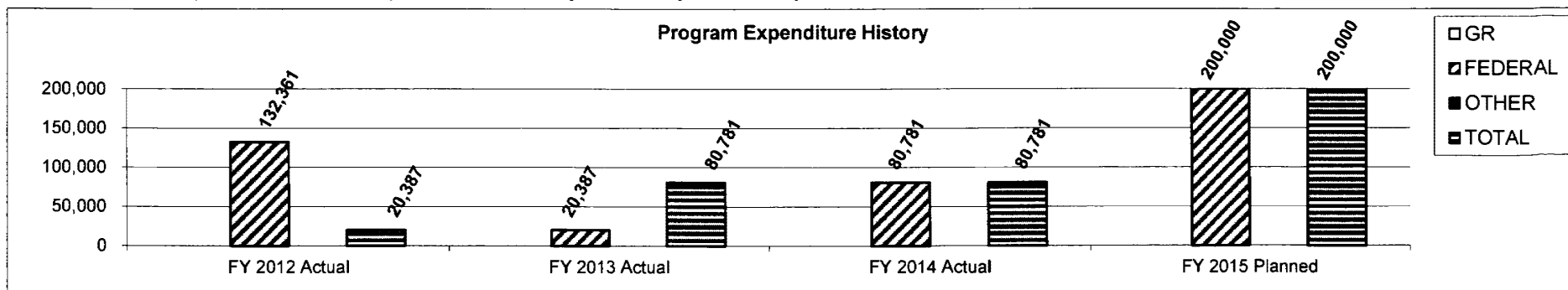
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Federal grants, donations, contracts

**Program is found in the following core budget(s):** Administrative Services

**7a. Provide an effectiveness measure.**

Funding from other sources for innovative projects increases.

**7b. Provide an efficiency measure.**

Having this appropriation has ensured that the projects have started and been completed in a timely manner. The process has not been delayed while waiting to receive spending authority to spend the grant monies.

**7c. Provide the number of clients/individuals served, if applicable.**

Scope will depend on each innovative project identified and completed.

**7d. Provide a customer satisfaction measure, if available.**

Faster completion will improve satisfaction and result in more innovative projects.



# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
REFUNDS									
CORE									
PROGRAM-SPECIFIC									
GENERAL REVENUE	43,876	0.00	50,000	0.00	50,000	0.00	0	0.00	
TOTAL - PD	43,876	0.00	50,000	0.00	50,000	0.00	0	0.00	
TOTAL	43,876	0.00	50,000	0.00	50,000	0.00	0	0.00	
GRAND TOTAL	\$43,876	0.00	\$50,000	0.00	\$50,000	0.00	\$0	0.00	

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# **CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	<u>23145C</u>
<b>Division</b>	Refunds Core		
<b>Core -</b>	Refunds		

## **1. CORE FINANCIAL SUMMARY**

	<b>FY 2016 Budget Request</b>			
	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
PS	0	0	0	0
EE	0	0	0	0
PSD	50,000	0	0	50,000
TRF	0	0	0	0
<b>Total</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>

FTE                      0.00              0.00              0.00              0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:      None

	<b>FY 2016 Governor's Recommendation</b>			
	<b>GR</b>	<b>Fed</b>	<b>Other</b>	<b>Total</b>
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

FTE                      0.00              0.00              0.00              0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

## **2. CORE DESCRIPTION**

Most refunds for prior fiscal years were due to overpayments received in the form of checks in our Business Services area. We have expanded online filing in Business Services, which automatically determines the total fees owed, and these are then paid by credit card and ACH debit. Other divisions using this appropriation are Archives and Securities.

## **3. PROGRAM LISTING (list programs included in this core funding)**

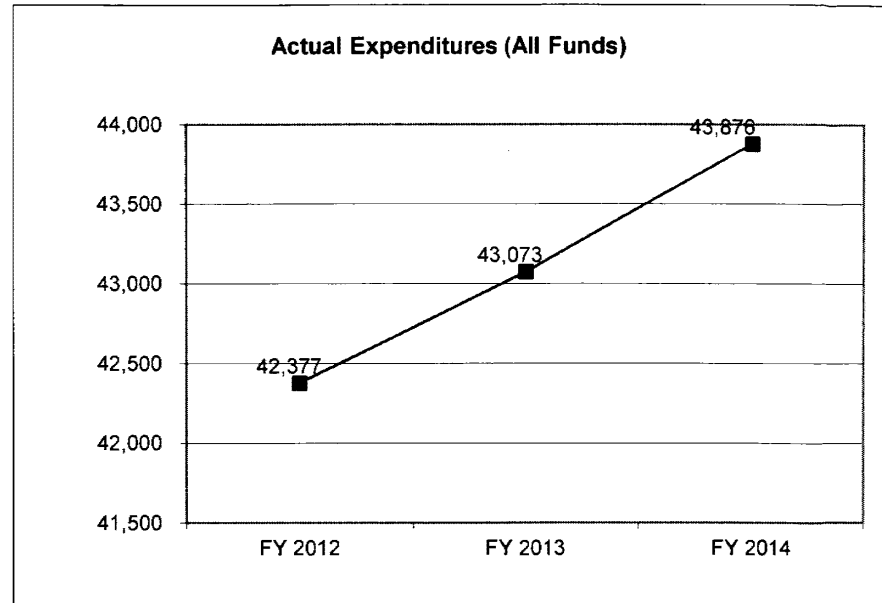
Refunds

# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	<u>23145C</u>
<b>Division</b>	Refunds Core		
<b>Core -</b>	Refunds		

## 4. FINANCIAL HISTORY

	<b>FY 2012 Actual</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Current Yr.</b>
Appropriation (All Funds)	50,000	50,000	50,000	50,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	50,000	50,000	50,000	N/A
Actual Expenditures (All Funds)	42,377	43,073	43,876	N/A
Unexpended (All Funds)	7,623	6,927	6,124	N/A
Unexpended, by Fund:				
General Revenue	7,623	6,927	6,124	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
REFUNDS

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PD	0.00	50,000	0	0	50,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	50,000	0	0	50,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	50,000	0	0	50,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
REFUNDS								
CORE								
REFUNDS	43,876	0.00	50,000	0.00	50,000	0.00	0	0.00
TOTAL - PD	43,876	0.00	50,000	0.00	50,000	0.00	0	0.00
GRAND TOTAL	\$43,876	0.00	\$50,000	0.00	\$50,000	0.00	\$0	0.00
GENERAL REVENUE	\$43,876	0.00	\$50,000	0.00	\$50,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Refunds Core

**Program is found in the following core budget(s):** Refunds

**1. What does this program do?**

The Office of the Secretary of State collects revenues, often received in the form of a check, for services provided. Refunds result when an overpayment occurs. This request is for an estimated appropriation to allow timely payment of refunds should there be more overpayments than anticipated. This appropriation is used for refunds occurring in all areas within the office except special funds.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Constitution

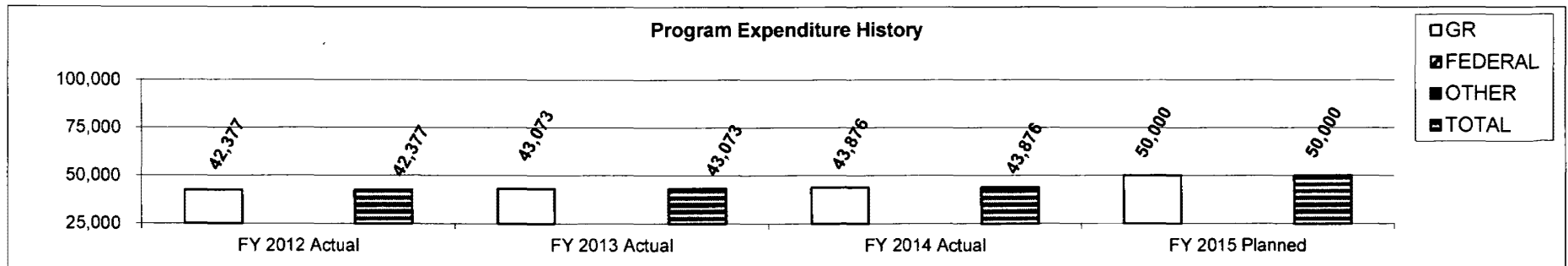
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Refunds Core

**Program is found in the following core budget(s):** Refunds

**6. What are the sources of the "Other " funds?**

None

**7a. Provide an effectiveness measure.**

None

**7b. Provide an efficiency measure.**

Rather than return a check for an incorrect amount and delay processing of the filing or other service, this office will deposit the check and refund the excess fee collected. These refunds provide faster and better service for customers of the Office of the Secretary of State.

**7c. Provide the number of clients/individuals served, if applicable.**

None

**7d. Provide a customer satisfaction measure, if available.**

None

## DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>INVESTORS' RESTITUTION</b>								
CORE								
PROGRAM-SPECIFIC								
INVESTORS RESTITUTION FUND	27,764	0.00	2,000,000	0.00	2,000,000	0.00	0	0.00
TOTAL - PD	27,764	0.00	2,000,000	0.00	2,000,000	0.00	0	0.00
TOTAL	27,764	0.00	2,000,000	0.00	2,000,000	0.00	0	0.00
GRAND TOTAL	\$27,764	0.00	\$2,000,000	0.00	\$2,000,000	0.00	\$0	0.00

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# CORE DECISION ITEM

**Department:** Secretary of State  
**Division:** Securities  
**Core:** Investor Restitution Fund

**Budget Unit** 23149C

## 1. CORE FINANCIAL SUMMARY

	FY 2016 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	2,000,000	2,000,000
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Investor Restitution (0741)

	FY 2016 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

## 2. CORE DESCRIPTION

This fund is established under Section 409.6-603(e), RSMo., for preserving and distributing restitution funds obtained through Securities Division enforcement actions to victims of securities fraud. During the course of a year, it is never known how much money might be paid into the fund or needed for distribution from the fund. In 2013, one case resulted in \$1.6 million returned to investors.

## 3. PROGRAM LISTING (list programs included in this core funding)

Investor Restitution

# CORE DECISION ITEM

Department: Secretary of State

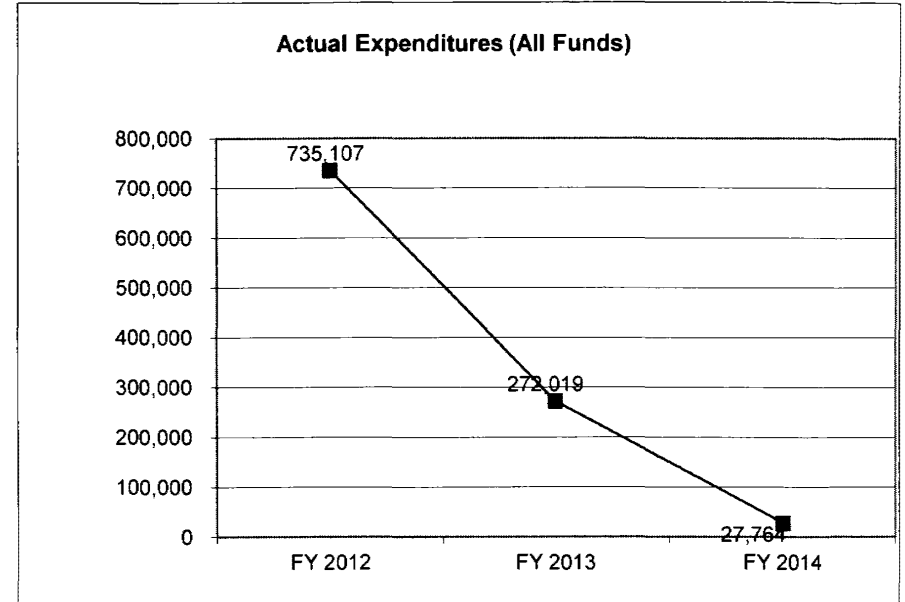
Budget Unit 23149C

Division: Securities

Core: Investor Restitution Fund

## 4. FINANCIAL HISTORY

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Current Yr.
Appropriation (All Funds)	765,000	272,020	750,000	2,000,000
Less Restricted (All Funds)	0	0	0	N/A
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	765,000	272,020	750,000	N/A
Actual Expenditures (All Funds)	735,107	272,019	27,764	N/A
Unexpended (All Funds)	29,893	1	722,236	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	29,893	1	722,236	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:** Restitutions paid to securities fraud victims is dependent on court orders and cannot be projected.

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
INVESTORS' RESTITUTION

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PD	0.00	0	0	2,000,000	2,000,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	0	0	2,000,000	2,000,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	0	0	2,000,000	2,000,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>INVESTORS' RESTITUTION</b>								
<b>CORE</b>								
PROGRAM DISTRIBUTIONS	27,764	0.00	2,000,000	0.00	2,000,000	0.00	0	0.00
TOTAL - PD	27,764	0.00	2,000,000	0.00	2,000,000	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$27,764</b>	<b>0.00</b>	<b>\$2,000,000</b>	<b>0.00</b>	<b>\$2,000,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$27,764	0.00	\$2,000,000	0.00	\$2,000,000	0.00		0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Securities

**Program is found in the following core budget(s):** Investor Restitution Fund

**1. What does this program do?**

This fund is established under Section 409.6-603(e), RSMo., for preserving and distributing restitution funds obtained through Securities Division enforcement actions to the victims of securities fraud in Missouri.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Section 409.6-603(e), RSMo.

**3. Are there federal matching requirements? If yes, please explain.**

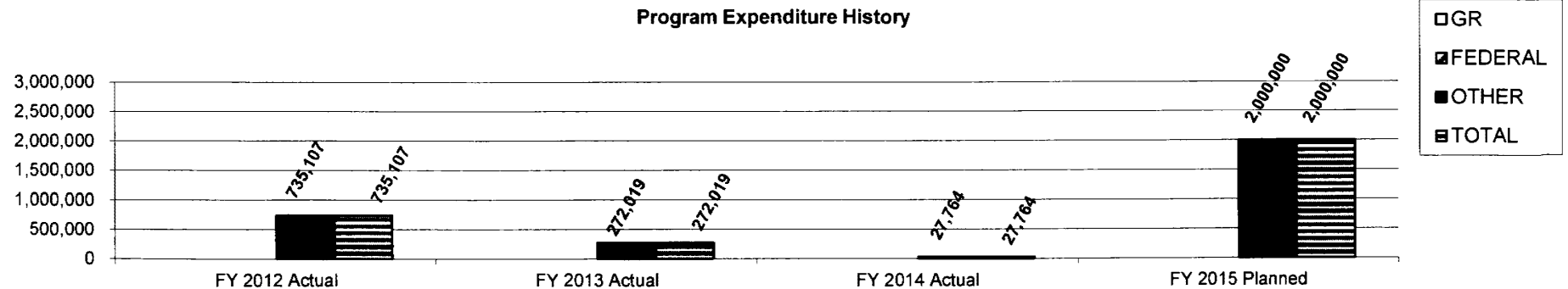
No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**

**Program Expenditure History**



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Securities

**Program is found in the following core budget(s):** Investor Restitution Fund

**6. What are the sources of the "Other " funds?**

Investor Restitution Fund (0741)

**7a. Provide an effectiveness measure.**

N/A

**7b. Provide an efficiency measure.**

N/A

**7c. Provide the number of clients/individuals served, if applicable.**

Three hundred and fourteen payments were made to securities fraud victims in FY2011-14.

**7d. Provide a customer satisfaction measure, if available.**

Money is returned to victims of securities fraud.



## DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>ELECTIONS PUBLIC NOTICE</b>								
CORE								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	0	0.00	1,189,218	0.00	100,000	0.00	0	0.00
TOTAL - EE	0	0.00	1,189,218	0.00	100,000	0.00	0	0.00
TOTAL	0	0.00	1,189,218	0.00	100,000	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$1,189,218	0.00	\$100,000	0.00	\$0	0.00

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# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b> <u>23151C</u>
<b>Division</b>	Elections	
<b>Core -</b>	Elections Public Notice	

**1. CORE FINANCIAL SUMMARY**

	FY 2016 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	100,000	0	0	100,000
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>100,000</b>

<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

	FY 2016 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

Other Funds:

**2. CORE DESCRIPTION**

The Missouri Constitution and Section 116.260 RSMo require the Office of the Secretary of State to publish in local newspapers the full text of each statewide ballot measure to be voted on at an election. The expenditure of this requirement is dependent upon how many measures are placed on the ballot by initiative petition or by a joint resolution passed by the General Assembly.

**3. PROGRAM LISTING (list programs included in this core funding)**

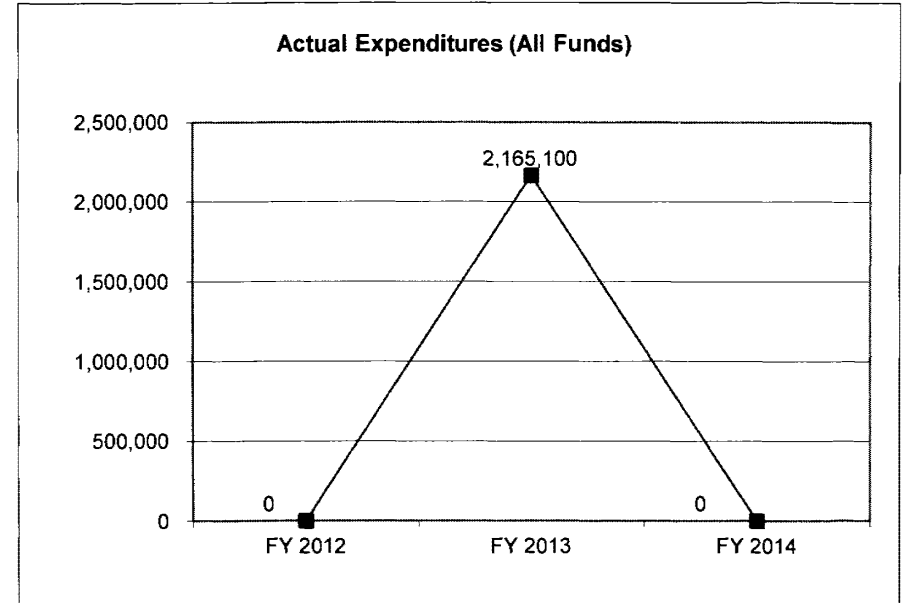
Elections Public Notice

# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23151C
<b>Division</b>	Elections		
<b>Core -</b>	Elections Public Notice		

## 4. FINANCIAL HISTORY

	<b>FY 2012 Actual</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Current Yr.</b>
Appropriation (All Funds)	100,000	2,165,100	100,000	1,189,218
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0		N/A
Budget Authority (All Funds)	100,000	2,165,100	100,000	N/A
Actual Expenditures (All Funds)	0	2,165,100	0	N/A
Unexpended (All Funds)	100,000	0	100,000	N/A
Unexpended, by Fund:				
General Revenue	100,000	0	100,000	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

## NOTES:

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
ELECTIONS PUBLIC NOTICE

### 5. CORE RECONCILIATION DETAIL

		Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>								
		EE	0.00	1,189,218	0	0	1,189,218	
		<b>Total</b>	<b>0.00</b>	<b>1,189,218</b>	<b>0</b>	<b>0</b>	<b>1,189,218</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>								
1x Expenditures	1691 0079	EE	0.00	(1,089,218)	0	0	(1,089,218)	
<b>NET DEPARTMENT CHANGES</b>			<b>0.00</b>	<b>(1,089,218)</b>	<b>0</b>	<b>0</b>	<b>(1,089,218)</b>	
<b>DEPARTMENT CORE REQUEST</b>								
		EE	0.00	100,000	0	0	100,000	
		<b>Total</b>	<b>0.00</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>								
		EE	0.00	100,000	0	0	100,000	
		<b>Total</b>	<b>0.00</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
ELECTIONS PUBLIC NOTICE								
CORE								
PROFESSIONAL SERVICES	0	0.00	1,189,218	0.00	100,000	0.00	0	0.00
TOTAL - EE	0	0.00	1,189,218	0.00	100,000	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$1,189,218	0.00	\$100,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$1,189,218	0.00	\$100,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Elections Public Notice

**1. What does this program do?**

This requirement provides for the publication in local newspapers of the full text of statewide ballot measures. The expenditure of this requirement is dependent upon how many measures are placed on the ballot by initiative petition or by a joint resolution passed by the General Assembly.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Constitution, Article XII, Section 2b; Section 116.260, RSMo.

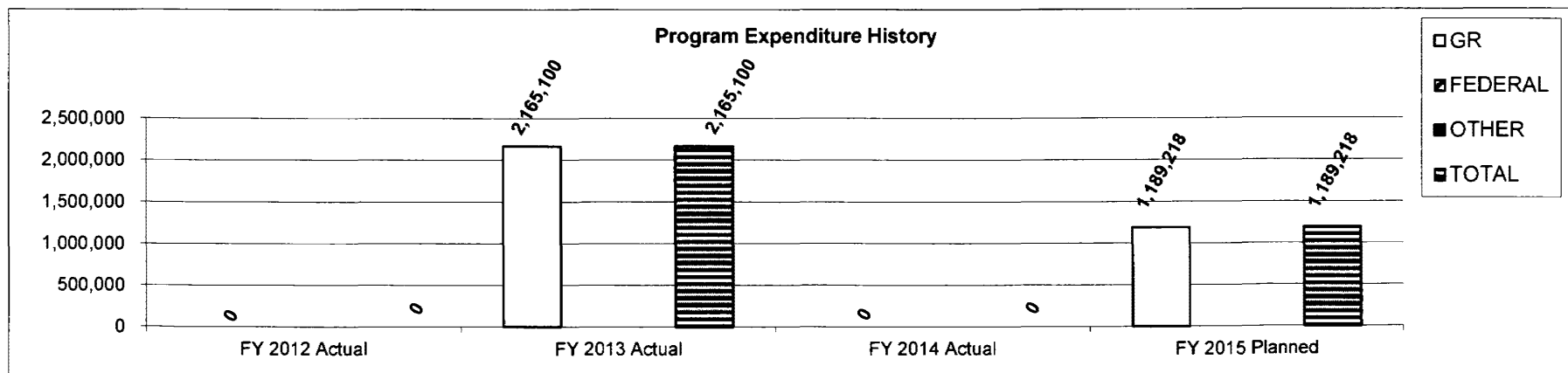
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Elections Public Notice

**6. What are the sources of the "Other " funds?**

None

**7a. Provide an effectiveness measure.**

Although a direct measure would be difficult, the intent of the program is to meet the statutory requirement to inform voters of the proposed changes to the state constitution and/or state statutes.

**7b. Provide an efficiency measure.**

Publishing requirements were met according to the state constitution and state statutes.

**7c. Provide the number of clients/individuals served, if applicable.**

Citizens of the State of Missouri.

**7d. Provide a customer satisfaction measure, if available.**

# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>ABSENTEE BALLOTS</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	0	0.00	2,000	0.00	2,000	0.00	0	0.00
TOTAL - EE	0	0.00	2,000	0.00	2,000	0.00	0	0.00
PROGRAM-SPECIFIC								
GENERAL REVENUE	50,000	0.00	149,000	0.00	48,000	0.00	0	0.00
TOTAL - PD	50,000	0.00	149,000	0.00	48,000	0.00	0	0.00
TOTAL	50,000	0.00	151,000	0.00	50,000	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$151,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

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### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b> 23148C
<b>Division</b>	Elections	
<b>Core -</b>	Absentee Ballots	

**1. CORE FINANCIAL SUMMARY**

	FY 2016 Budget Request					FY 2016 Governor's Recommendation			
	GR	Federal	Other	Total		GR	Fed	Other	Total
PS	0	0	0	0	PS	0	0	0	0
EE	2,000	0	0	2,000	EE	0	0	0	0
PSD	48,000	0	0	48,000	PSD	0	0	0	0
TRF	0	0	0	0	TRF	0	0	0	0
<b>Total</b>	50,000	0	0	50,000	<b>Total</b>	0	0	0	0
 FTE	 0.00	 0.00	 0.00	 0.00	 FTE	 0.00	 0.00	 0.00	 0.00

<b>Est. Fringe</b>	0	0	0	0	<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

Other Funds:

**2. CORE DESCRIPTION**

This core is to allow the Elections Division to pay election authorities for using business reply permit on absentee envelopes returned by voters in accordance with 115.285 RSMo. The Secretary of State reimburses local election authorities for these expenses so voters are not required to pay postage for returning an absentee ballot through the mail.

**3. PROGRAM LISTING (list programs included in this core funding)**

Absentee Ballots

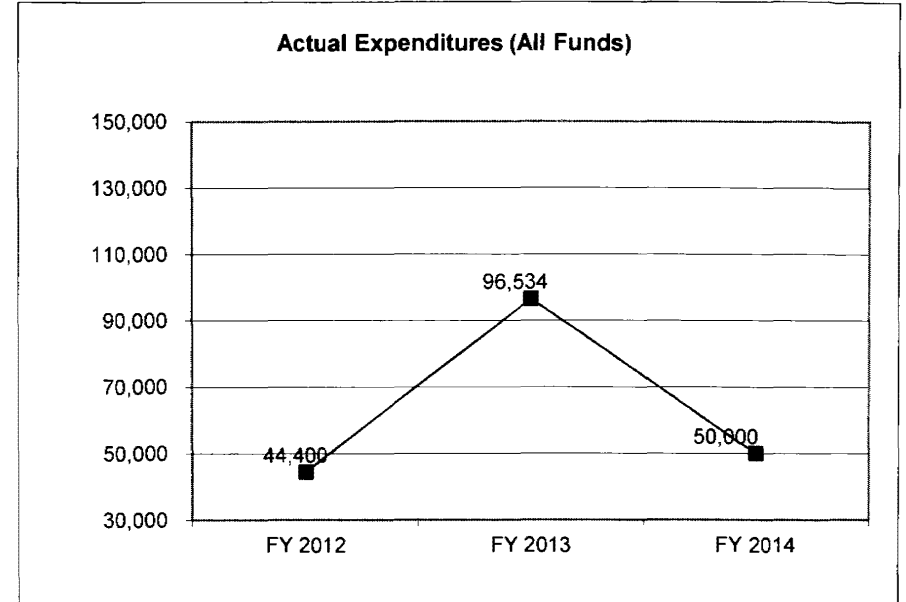


**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	<u>23148C</u>
<b>Division</b>	Elections		
<b>Core -</b>	Absentee Ballots		

**4. FINANCIAL HISTORY**

	<b>FY 2012 Actual</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Current Yr.</b>
Appropriation (All Funds)	50,000	96,535	50,000	151,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	50,000	96,535	50,000	N/A
Actual Expenditures (All Funds)	44,400	96,534	50,000	N/A
Unexpended (All Funds)	5,600	1	0	N/A
Unexpended, by Fund:				
General Revenue	5,600	1	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:**

**CORE RECONCILIATION DETAIL**

**SECRETARY OF STATE  
ABSENTEE BALLOTS**

**5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	EE	0.00	2,000	0	0	2,000	
	PD	0.00	149,000	0	0	149,000	
	<b>Total</b>	<b>0.00</b>	<b>151,000</b>	<b>0</b>	<b>0</b>	<b>151,000</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
1x Expenditures 1692 2041	PD	0.00	(101,000)	0	0	(101,000)	
<b>NET DEPARTMENT CHANGES</b>		<b>0.00</b>	<b>(101,000)</b>	<b>0</b>	<b>0</b>	<b>(101,000)</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	2,000	0	0	2,000	
	PD	0.00	48,000	0	0	48,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	2,000	0	0	2,000	
	PD	0.00	48,000	0	0	48,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>ABSENTEE BALLOTS</b>								
<b>CORE</b>								
SUPPLIES	0	0.00	2,000	0.00	2,000	0.00	0	0.00
TOTAL - EE	0	0.00	2,000	0.00	2,000	0.00	0	0.00
PROGRAM DISTRIBUTIONS	50,000	0.00	149,000	0.00	48,000	0.00	0	0.00
TOTAL - PD	50,000	0.00	149,000	0.00	48,000	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$151,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$50,000	0.00	\$151,000	0.00	\$50,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Absentee Ballots

**1. What does this program do?**

This program allows voters to return their absentee ballots to their local election authority at no expense to the voter. The local election authority prints a business reply permit on absentee ballot envelopes. The Secretary of State, through this appropriation, reimburses the local election authority for the expenses incurred.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Section 115.285, RSMo.

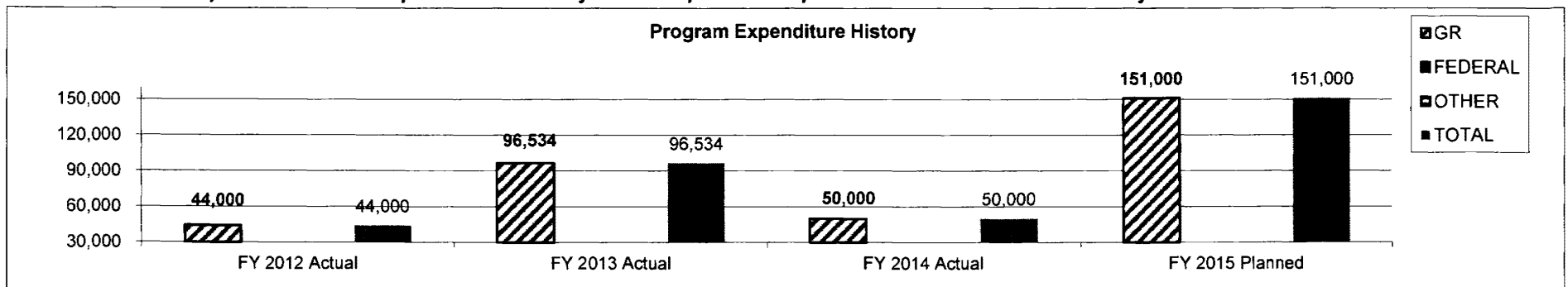
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

None

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Absentee Ballots

**7a. Provide an effectiveness measure.**

Since the enactment of this law in 1999, voters incur no expense to vote absentee by mail.

**7b. Provide an efficiency measure.**

Payments to local elections authorities are made, if possible, within 10 days of submission date.

**7c. Provide the number of clients/individuals served, if applicable.**

116 local elections authorities and thousands of absentee voters.

In Calendar Year 2008, 344,199 absentee ballots were cast.

In Calendar Year 2010, 173,639 absentee ballots were cast.

In Calendar Year 2012, 271,972 absentee ballots were cast.

In Calendar Year 2014, 59,095 absentee ballots were cast for the 2014 August primary election; approximately 100,000 more absentee ballots will be cast in the November 2014 general election.

With the presidential primary held in the spring of 2016, the Office is estimating approximately 350,000 absentee ballots will be cast in FY16.

**7d. Provide a customer satisfaction measure, if available.**

Absentee voters are able to cast their ballot and mail at no costs to themselves.

# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>FEDERAL ELECTION REFORM</b>								
<b>CORE</b>								
<b>EXPENSE &amp; EQUIPMENT</b>								
ELECTION ADMIN IMPROVEMENT	1,894,380	0.00	2,347,820	0.00	2,347,820	0.00	0	0.00
ELECTION IMPROV REVOLVING LOAN	0	0.00	196,185	0.00	45,010	0.00	0	0.00
TOTAL - EE	1,894,380	0.00	2,544,005	0.00	2,392,830	0.00	0	0.00
<b>PROGRAM-SPECIFIC</b>								
ELECTION ADMIN IMPROVEMENT	1,484,585	0.00	6,618,675	0.00	6,618,675	0.00	0	0.00
ELECTION IMPROV REVOLVING LOAN	75,637	0.00	200,000	0.00	4,990	0.00	0	0.00
TOTAL - PD	1,560,222	0.00	6,818,675	0.00	6,623,665	0.00	0	0.00
<b>TOTAL</b>	<b>3,454,602</b>	<b>0.00</b>	<b>9,362,680</b>	<b>0.00</b>	<b>9,016,495</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$3,454,602</b>	<b>0.00</b>	<b>\$9,362,680</b>	<b>0.00</b>	<b>\$9,016,495</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

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# **CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23153C
<b>Division</b>	Elections		
<b>Core -</b>	Federal Election Reform		

## **1. CORE FINANCIAL SUMMARY**

	<b>FY 2016 Budget Request</b>			
	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
PS	0	0	0	0
EE	0	2,392,830	0	2,392,830
PSD	0	6,623,665	0	6,623,665
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>9,016,495</b>	<b>0</b>	<b>9,016,495</b>

FTE                      0.00              0.00              0.00              0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

	<b>FY 2016 Governor's Recommendation</b>			
	<b>GR</b>	<b>Fed</b>	<b>Other</b>	<b>Total</b>
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

FTE                      0.00              0.00              0.00              0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

## **2. CORE DESCRIPTION**

This program provides federal funds to states to improve the administration of elections. This includes updating voting equipment, improving access of the elections process to those with disabilities, updating a statewide voter registration database with access by all local election authorities, and creating voter education and poll worker training programs. Federal funds have been received through guidelines of the US Elections Assistance Commission and interest has accrued. A transfer from the Special Elections Subsidy Fund is made annually that provides for Federally required matching and maintenance of effort requirements and supports the Help America Vote Act activities.

## **3. PROGRAM LISTING (list programs included in this core funding)**

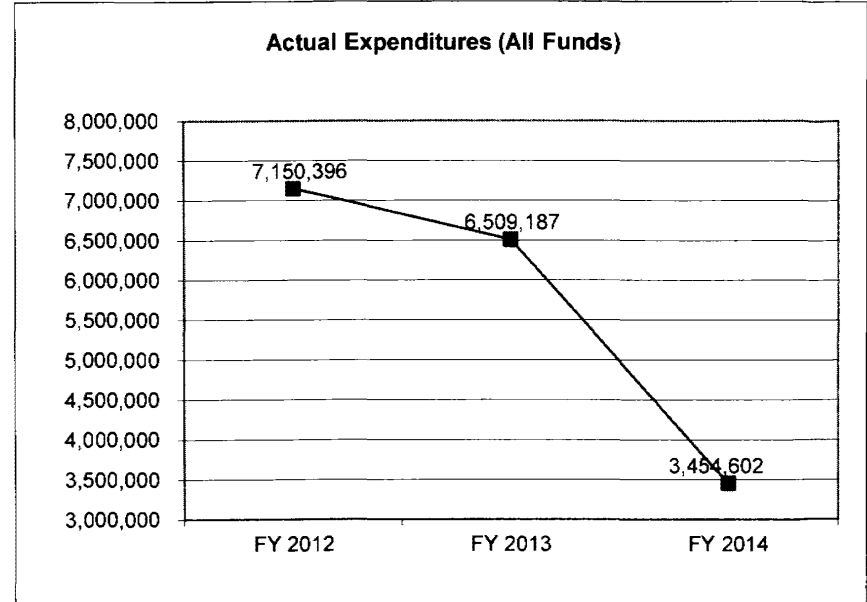
Federal Election Reform

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	<u>23153C</u>
<b>Division</b>	Elections		
<b>Core -</b>	Federal Election Reform		

**4. FINANCIAL HISTORY**

	<b>FY 2012 Actual</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Current Yr.</b>
Appropriation (All Funds)	9,363,785	9,362,680	9,362,680	9,362,680
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	9,363,785	9,362,680	9,362,680	9,362,680
Actual Expenditures (All Funds)	7,150,396	6,509,187	3,454,602	N/A
Unexpended (All Funds)	2,213,389	2,853,493	5,908,078	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	2,213,389	2,853,493	5,908,078	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:**



**CORE RECONCILIATION DETAIL**

**SECRETARY OF STATE**  
**FEDERAL ELECTION REFORM**

**5. CORE RECONCILIATION DETAIL**

			<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>									
			EE	0.00	0	2,544,005	0	2,544,005	
			PD	0.00	0	6,818,675	0	6,818,675	
			<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>9,362,680</b>	<b>0</b>	<b>9,362,680</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>									
Core Reduction	1755 6810		EE	0.00	0	(151,175)	0	(151,175)	
Core Reduction	1755 6810		PD	0.00	0	(195,010)	0	(195,010)	
<b>NET DEPARTMENT CHANGES</b>				<b>0.00</b>	<b>0</b>	<b>(346,185)</b>	<b>0</b>	<b>(346,185)</b>	
<b>DEPARTMENT CORE REQUEST</b>									
			EE	0.00	0	2,392,830	0	2,392,830	
			PD	0.00	0	6,623,665	0	6,623,665	
			<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>9,016,495</b>	<b>0</b>	<b>9,016,495</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>									
			EE	0.00	0	2,392,830	0	2,392,830	
			PD	0.00	0	6,623,665	0	6,623,665	
			<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>9,016,495</b>	<b>0</b>	<b>9,016,495</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>FEDERAL ELECTION REFORM</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	1,751	0.00	4,500	0.00	4,500	0.00	0	0.00
TRAVEL, OUT-OF-STATE	1,819	0.00	2,500	0.00	2,500	0.00	0	0.00
FUEL & UTILITIES	7,093	0.00	12,000	0.00	12,000	0.00	0	0.00
SUPPLIES	101,740	0.00	180,000	0.00	128,725	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	2,539	0.00	4,000	0.00	4,000	0.00	0	0.00
COMMUNICATION SERV & SUPP	73,884	0.00	103,000	0.00	103,000	0.00	0	0.00
PROFESSIONAL SERVICES	171,190	0.00	350,000	0.00	250,100	0.00	0	0.00
M&R SERVICES	1,499,345	0.00	1,800,000	0.00	1,800,000	0.00	0	0.00
COMPUTER EQUIPMENT	5,207	0.00	50,000	0.00	50,000	0.00	0	0.00
OTHER EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
BUILDING LEASE PAYMENTS	28,700	0.00	38,000	0.00	38,000	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	500	0.00	2	0.00	2	0.00	0	0.00
MISCELLANEOUS EXPENSES	612	0.00	2	0.00	2	0.00	0	0.00
<b>TOTAL - EE</b>	<b>1,894,380</b>	<b>0.00</b>	<b>2,544,005</b>	<b>0.00</b>	<b>2,392,830</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	1,560,222	0.00	6,818,673	0.00	6,623,663	0.00	0	0.00
REFUNDS	0	0.00	2	0.00	2	0.00	0	0.00
<b>TOTAL - PD</b>	<b>1,560,222</b>	<b>0.00</b>	<b>6,818,675</b>	<b>0.00</b>	<b>6,623,665</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$3,454,602</b>	<b>0.00</b>	<b>\$9,362,680</b>	<b>0.00</b>	<b>\$9,016,495</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>		<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$3,454,602</b>	<b>0.00</b>	<b>\$9,362,680</b>	<b>0.00</b>	<b>\$9,016,495</b>	<b>0.00</b>		<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>		<b>0.00</b>

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Federal Election Reform

**1. What does this program do?**

The Help America Vote Act of 2002, passed by the United States Congress, provides federal funds to states to improve the administration of elections. This includes upgrading voting equipment, improving access to the elections process for those with disabilities, updating a statewide voter registration database with access by all local election authorities, election improvements, and creating voter education and poll worker training programs.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Help America Vote Act of 2002 and HB 511 (2003)

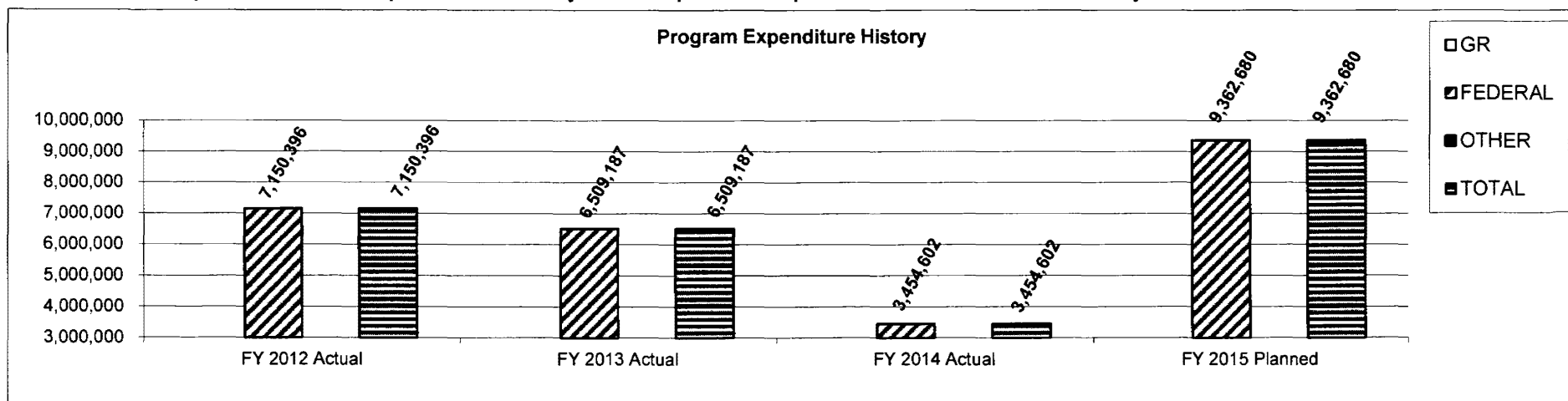
**3. Are there federal matching requirements? If yes, please explain.**

Federal law requires that Missouri maintain expenditures for the Elections Division for the Office of the Secretary of State at the same level or greater than for the state fiscal year ending June 30, 2000.

**4. Is this a federally mandated program? If yes, please explain.**

Yes, it is mandated by the Help America Vote Act, passed by Congress in 2002.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Federal Election Reform

**6. What are the sources of the "Other " funds?**

**7a. Provide an effectiveness measure.**

The Secretary of State must comply with HAVA and state election laws to provide for the distribution and monitoring of federal funds, voter education, poll worker training, voting system qualification, maintenance of the statewide voter registration database, and other election related activities.

**7b. Provide an efficiency measure.**

The timely disbursement of federal funds to local election authorities in order to minimize the time elapsing between the transfer of funds from the state and subsequent disbursement by the election authority.

**7c. Provide the number of clients/individuals served, if applicable.**

116 local election authorities and thousands of Missouri voters.

**7d. Provide a customer satisfaction measure, if available.**

A statewide voter registration database accessible to all election authorities has been implemented and ongoing maintenance and enhancements are being made to better serve the needs of the local election authorities; poll workers, including election judges, are receiving ongoing training to comply with HAVA regulations; LEAs have been offered poll worker training; information on voter registration and polling place look up have been made available on the SOS website; complaint procedures have been implemented; initiative and referendum petitions submitted have been timely processed; over seven million dollars worth of grants have been made available to LEAs for the 2012 election cycle, close to \$3 million has been made available in the past two fiscal years for voter list maintenance activities, over \$1.5 million dollars in grants have been made available to LEAs for the 2014 election cycle and another \$1.5 million dollars is being made available during the upcoming two fiscal years.

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
<b>ELECTION COSTS TRANSFER</b>									
<b>CORE</b>									
<b>FUND TRANSFERS</b>									
GENERAL REVENUE	4,284,000	0.00	4,284,000	0.00	4,284,000	0.00	0	0.00	
TOTAL - TRF	4,284,000	0.00	4,284,000	0.00	4,284,000	0.00	0	0.00	
<b>TOTAL</b>	<b>4,284,000</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>Election Cost Transfr Increase - 1231002</b>									
<b>FUND TRANSFERS</b>									
GENERAL REVENUE	0	0.00	0	0.00	3,916,000	0.00	0	0.00	
TOTAL - TRF	0	0.00	0	0.00	3,916,000	0.00	0	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>3,916,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$4,284,000</b>	<b>0.00</b>	<b>\$4,284,000</b>	<b>0.00</b>	<b>\$8,200,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	

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# **CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b> <u>23154C</u>
<b>Division</b>	Elections	
<b>Core -</b>	Election Costs Transfer	

**1. CORE FINANCIAL SUMMARY**

	FY 2016 Budget Request					FY 2016 Governor's Recommendation			
	GR	Federal	Other	Total		GR	Fed	Other	Total
PS	0	0	0	0	PS	0	0	0	0
EE	0	0	0	0	EE	0	0	0	0
PSD	0	0	0	0	PSD	0	0	0	0
TRF	4,284,000	0	0	4,284,000	TRF	0	0	0	0
<b>Total</b>	<b>4,284,000</b>	<b>0</b>	<b>0</b>	<b>4,284,000</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
 FTE	 0.00	 0.00	 0.00	 0.00	 FTE	 0.00	 0.00	 0.00	 0.00

<b>Est. Fringe</b>	0	0	0	0		<b>Est. Fringe</b>	0	0	0	
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>										

Other Funds:

**2. CORE DESCRIPTION**

The State must pay proportional costs for special elections of two or more political subdivisions. As required by 115.077 RSMo, the Secretary of State will transfer from general revenue to the state election subsidy fund an amount not less than that expended in FY2000, which was \$4,284,000. An "E" appropriation is requested due to the unknown number of special elections.

**3. PROGRAM LISTING (list programs included in this core funding)**

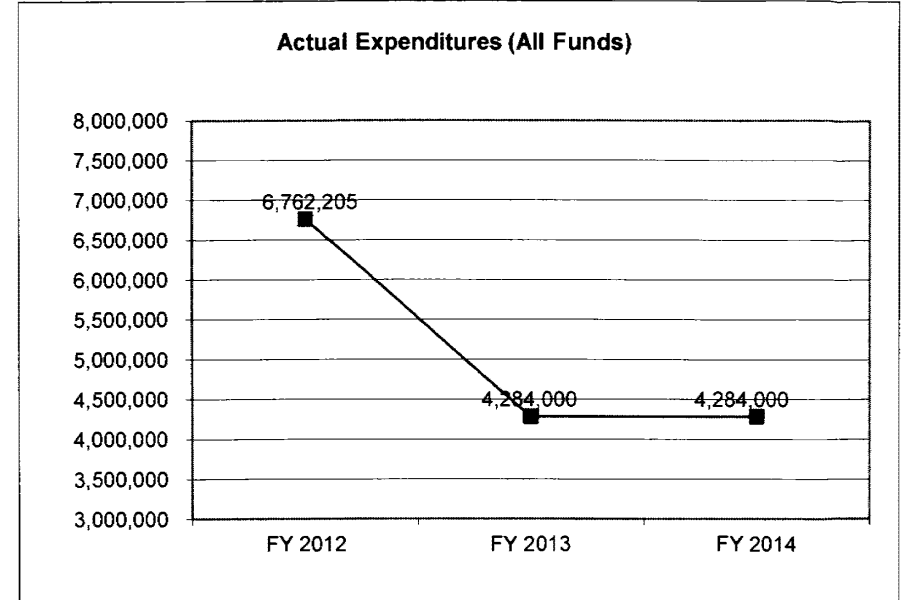
Special election costs

# CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23154C
Division	Elections		
Core -	Election Costs Transfer		

## 4. FINANCIAL HISTORY

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Current Yr.
Appropriation (All Funds)	6,762,205	4,284,000	4,284,000	4,284,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)				(3,795,631)
Budget Authority (All Funds)	6,762,205	4,284,000	4,284,000	488,369
Actual Expenditures (All Funds)	6,762,205	4,284,000	4,284,000	N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Restricted includes any extraordinary expenditure restrictions (when applicable).

Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

Appropriation was increased in FY12 due to the Presidential Preference Primary.

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
ELECTION COSTS TRANSFER

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	TRF	0.00	4,284,000	0	0	4,284,000	
	<b>Total</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0</b>	<b>0</b>	<b>4,284,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	TRF	0.00	4,284,000	0	0	4,284,000	
	<b>Total</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0</b>	<b>0</b>	<b>4,284,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	TRF	0.00	4,284,000	0	0	4,284,000	
	<b>Total</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0</b>	<b>0</b>	<b>4,284,000</b>	



# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
ELECTION COSTS TRANSFER								
CORE								
TRANSFERS OUT	4,284,000	0.00	4,284,000	0.00	4,284,000	0.00	0	0.00
TOTAL - TRF	4,284,000	0.00	4,284,000	0.00	4,284,000	0.00	0	0.00
GRAND TOTAL	\$4,284,000	0.00	\$4,284,000	0.00	\$4,284,000	0.00	\$0	0.00
GENERAL REVENUE	\$4,284,000	0.00	\$4,284,000	0.00	\$4,284,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Election Costs Transfer

**Program is found in the following core budget(s):** Elections

**1. What does this program do?**

The State must pay proportional costs for special elections of two or more political subdivisions. The number of special elections in each fiscal year is unknown. The Secretary of State must transfer from general revenue to the state election subsidy an amount not less than that expended in FY2000, which was \$4,284,000. An "E" appropriation is requested due to the unknown number of special elections.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Sections 115.077 and 115.063, RSMo.

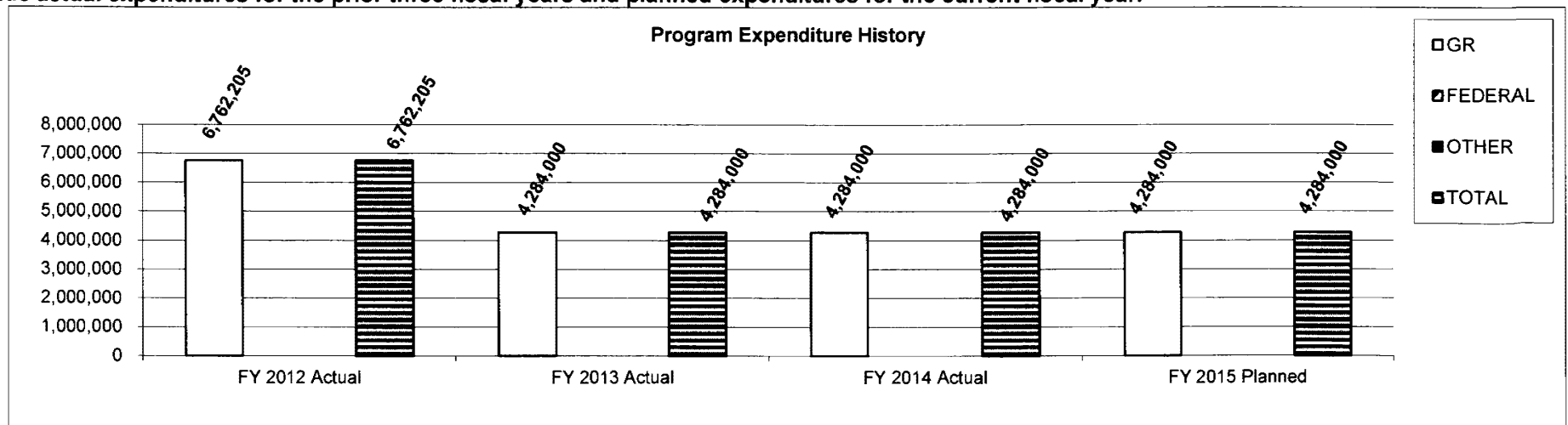
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Election Costs Transfer

**Program is found in the following core budget(s):** Elections

**6. What are the sources of the "Other" funds?**

**7a. Provide an effectiveness measure.**

Compliance with 115.077 RSMo.

**7b. Provide an efficiency measure.**

N/A

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A

**NEW DECISION ITEM**  
**RANK: 7 OF 9**

<b>Department</b> Secretary of State's Office	<b>Budget Unit</b> _____
<b>Division</b> Elections	
<b>DI Name:</b> Election Cost Transfer Increase	<b>DI#</b> 1231002

**1. AMOUNT OF REQUEST**

FY 2016 Budget Request				
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	3,916,000	0	0	3,916,000
<b>Total</b>	<b>3,916,000</b>	<b>0</b>	<b>0</b>	<b>3,916,000</b>
<hr/>				
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: \_\_\_\_\_

FY 2016 Governor's Recommendation				
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<hr/>				
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: \_\_\_\_\_

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation <input type="checkbox"/> Federal Mandate <input type="checkbox"/> GR Pick-Up <input type="checkbox"/> Pay Plan	<input type="checkbox"/> New Program <input type="checkbox"/> Program Expansion <input type="checkbox"/> Space Request <input checked="" type="checkbox"/> Other: <u>RSMo 115.077</u>	<input type="checkbox"/> Fund Switch <input type="checkbox"/> Cost to Continue <input type="checkbox"/> Equipment Replacement
--	--	---

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

Previous 2008 and 2012 Presidential Primary Elections cost the State \$7,030,144 and \$7,393,946 respectively. In these elections, Missouri law provided that certain costs were shared proportionally with local election authorities when local candidates and issues appeared on the same ballot. SB 892 set a presidential preference primary election date in March without a provision for other local election issues and candidates to appear on the same ballot; because of this, the entire election costs will be borne by the State. Additional costs also will exist for postage increases and increased publishing costs.

NEW DECISION ITEM  
RANK: 7 OF 9

Department <u>Secretary of State's Office</u>	Budget Unit <u></u>
Division <u>Elections</u>	
DI Name: <u>Election Cost Transfer Increase</u>	DI# <u>1231002</u>

4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)

5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
	0						0	0.0	
							0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
							0		
							0		
Total EE	0		0		0		0		0
Program Distributions							0		
Total PSD	0		0		0		0		0
Transfers	3,916,000						3,916,000		3,916,000
Total TRF	3,916,000		0		0		3,916,000		3,916,000
Grand Total	3,916,000	0.0	0	0.0	0	0.0	3,916,000	0.0	3,916,000

NEW DECISION ITEM  
RANK: 7 OF 9

Department Secretary of State's Office		Budget Unit _____							
Division Elections									
DI Name: Election Cost Transfer Increase		DI# 1231002							
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
							0	0.0	
							0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
							0		
							0		
							0		
Total EE	0		0		0		0		0
Program Distributions							0		
Total PSD	0		0		0		0		0
Transfers									
Total TRF	0		0		0		0		0
Grand Total	0	0.0	0	0.0	0	0.0	0	0.0	0

NEW DECISION ITEM  
RANK: 7 OF 9

Department Secretary of State's Office	Budget Unit
Division Elections	
DI Name: Election Cost Transfer Increase	DI# 1231002

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

**6b. Provide an efficiency measure.**

**6c. Provide the number of clients/individuals served, if applicable.**

**6d. Provide a customer satisfaction measure, if available.**

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>ELECTION COSTS TRANSFER</b>								
Election Cost Transfr Increase - 1231002								
TRANSFERS OUT	0	0.00	0	0.00	3,916,000	0.00	0	0.00
TOTAL - TRF	0	0.00	0	0.00	3,916,000	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$3,916,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$3,916,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00



# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
<b>SPECIAL ELECTION &amp; OTHER COSTS</b>									
<b>CORE</b>									
<b>PROGRAM-SPECIFIC</b>									
STATE ELECTIONS SUBSIDY	341,710	0.00	400,000	0.00	400,000	0.00	0	0.00	
TOTAL - PD	341,710	0.00	400,000	0.00	400,000	0.00	0	0.00	
<b>TOTAL</b>	<b>341,710</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>Presidential Primary Costs - 1231001</b>									
<b>PROGRAM-SPECIFIC</b>									
STATE ELECTIONS SUBSIDY	0	0.00	0	0.00	7,800,000	0.00	0	0.00	
TOTAL - PD	0	0.00	0	0.00	7,800,000	0.00	0	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>7,800,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$341,710</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$8,200,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	

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**CORE DECISION ITEM**

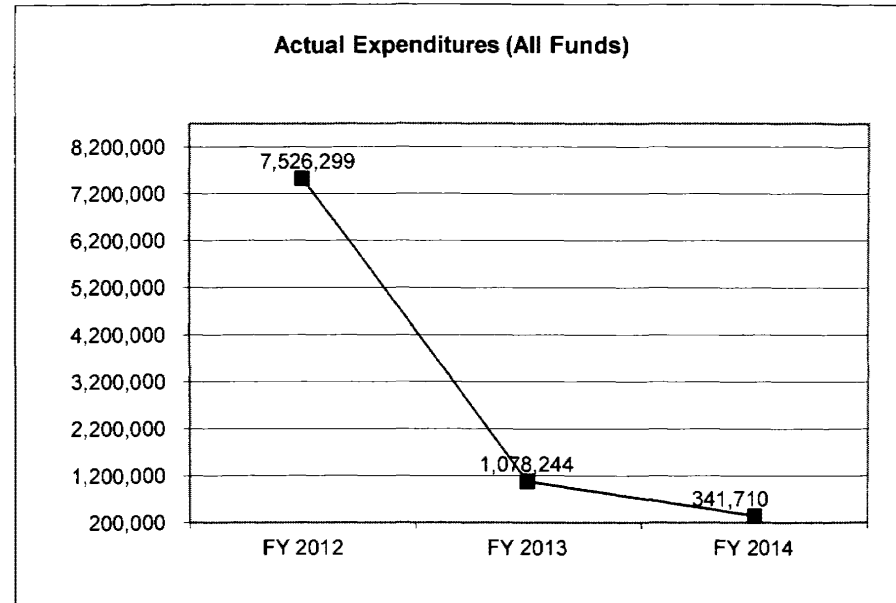
<b>Department</b>	Secretary of State				<b>Budget Unit</b>	23155C			
<b>Division</b>	Elections								
<b>Core -</b>	Special Election Costs								
<b>1. CORE FINANCIAL SUMMARY</b>									
	<b>FY 2016 Budget Request</b>					<b>FY 2016 Governor's Recommendation</b>			
	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>		<b>GR</b>	<b>Fed</b>	<b>Other</b>	<b>Total</b>
PS	0	0	0	0		0	0	0	0
EE	0	0	0	0		0	0	0	0
PSD	0	0	400,000	400,000	E	0	0	0	0
TRF	0	0	0	0		0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	<b>E</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Est. Fringe</b>	0	0	0	0		0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>						<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>			
<b>Other Funds:</b>	Election Subsidy Fund (0686)					<b>Other Funds:</b>			
<b>2. CORE DESCRIPTION</b>									
<p>As required by 115.063 RSMo, the State must pay proportional costs for special elections of two or more political subdivisions. Because the number of special elections to be called in a fiscal year is unknown, an "E" appropriation is requested. Because of an unusually large number of ballot issues being placed on the ballot for the August primary election in FY15, which then mandates those ballot issues be treated as special elections, and due to a statewide recount on one of those issues, the SOS ran out of appropriation authority; therefore, a supplemental NDI will need to be approved in order to reimburse local election authorities for their expenses.</p>									
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>									
Special Election Costs									

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23155C
<b>Division</b>	Elections		
<b>Core -</b>	Special Election Costs		

**4. FINANCIAL HISTORY**

	<b>FY 2012 Actual</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Current Yr.</b>
Appropriation (All Funds)	7,550,000	1,078,245	400,000	400,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	7,550,000	1,078,245	400,000	N/A
Actual Expenditures (All Funds)	7,526,299	1,078,244	341,710	N/A
Unexpended (All Funds)	23,701	1	58,290	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	23,701	1	58,290	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:** Per 115.077 RSMo, any unexpended funds in the State Election Subsidy Fund will be transferred to the election administration improvements fund to meet the state's funding obligation to maintain expenditures pursuant to Section 254(a)(7) of the Help America Act Vote Act of 2002. There were no Special Elections called in fiscal year 2009. In FY2010, Special Elections were District 73, Representative; District 4, Senate; District 62, Representative; District 57, Representative; In FY 2012 Special Elections were held on November 8, 2011, in District 83, Representative; District 41, Representative; District 39, Representative; District 15, Representative, and in February, the presidential preference primary per section 115.785 RSMo. In FY 2013, Special Elections were House District 76, House District 157, Congress District 8, Constitutional Amendment #2 was added to the Primary Election as a Special Election. In FY14, some estimates were paid for Special Elections that were held in August 2014 for Constitutional Amendments 1, 5, 7, 8, and 9.

**CORE RECONCILIATION DETAIL**

**SECRETARY OF STATE  
SPECIAL ELECTION & OTHER COSTS**

**5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>SPECIAL ELECTION &amp; OTHER COSTS</b>								
<b>CORE</b>								
PROGRAM DISTRIBUTIONS	341,710	0.00	400,000	0.00	400,000	0.00	0	0.00
TOTAL - PD	341,710	0.00	400,000	0.00	400,000	0.00	0	0.00
GRAND TOTAL	\$341,710	0.00	\$400,000	0.00	\$400,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$341,710	0.00	\$400,000	0.00	\$400,000	0.00		0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Special Election Costs

**Program is found in the following core budget(s):** Elections

**1. What does this program do?**

The State must pay proportional costs for special elections of two or more political subdivisions. The number of special elections to be called in a fiscal year is unknown. In FY2006, seven special elections were held; in FY2007, none; in FY 2008, four and the presidential primary [per 115.785 RSMo]. Five special elections were held in FY2010; One special election was held in fiscal year 2011; Four special elections were held on November 8, 2011, in FY2012; and the presidential preference primary per section 115.785 RSMo. In FY2013, Constitutional Amendment 2 was added to the Primary ballot as a special election, one special election was held on September 24, 2012, two special elections were held April 2, 2013, for House Districts 76 and 157; a special election was held June 4, 2013 for Congressional District 8. Because the number of special elections to be called in a fiscal year is unknown, an "E" appropriation is requested.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Section 115.063, RSMo.

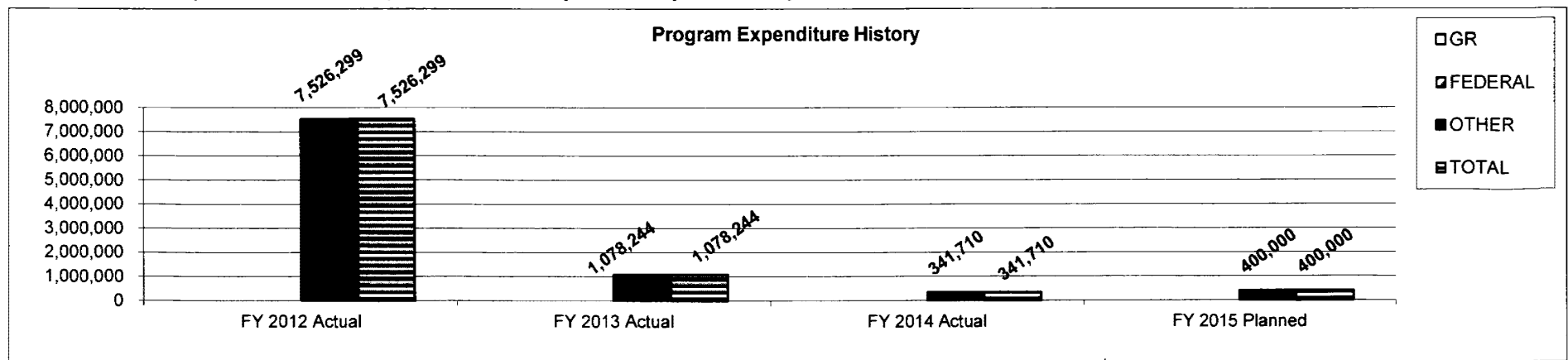
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Special Election Costs

**Program is found in the following core budget(s):** Elections

**6. What are the sources of the "Other " funds?**

**7a. Provide an effectiveness measure.**

Compliance with statutes.

**7b. Provide an efficiency measure.**

In prior years, checks to local election authorities have been mailed within 7 days of submitted requests.

**7c. Provide the number of clients/individuals served, if applicable.**

116 election jurisdictions and the voters of Missouri.

**7d. Provide a customer satisfaction measure, if available.**

N/A

## NEW DECISION ITEM

RANK: 6 OF 9

Department Secretary of State's Office

Budget Unit \_\_\_\_\_

Division Elections

DI Name: Special Election Cost Increase

DI# 1231001

## 1. AMOUNT OF REQUEST

	FY 2016 Budget Request				
	GR	Federal	Other	Total	
PS	0	0	0	0	
EE		0	0	0	
PSD	0	0	7,800,000	7,800,000	E
TRF	0	0	0	0	
Total	0	0	7,800,000	7,800,000	E
FTE	0.00	0.00	0.00	0.00	

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2016 Governor's Recommendation				
	GR	Federal	Other	Total	
PS	0	0	0	0	
EE	0	0	0	0	
PSD	0	0	0	0	
TRF	0	0	0	0	
Total	0	0	0	0	
FTE	0.00	0.00	0.00	0.00	

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. THIS REQUEST CAN BE CATEGORIZED AS:

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input checked="" type="checkbox"/> Other: RSMo 115.077	

## 3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.

Previous 2008 and 2012 Presidential Primary Elections cost the State \$7,030,144 and \$7,393,946 respectively. In these elections, Missouri law provided that certain costs were shared proportionally with local election authorities when local candidates and issues appeared on the same ballot. SB 892 set a presidential preference primary election date in March without a provision for other local election issues and candidates to appear on the same ballot; because of this, the entire election costs will be borne by the State. Additional costs also will exist for postage increases and increased publishing costs.



NEW DECISION ITEM  
RANK: 6 OF 9

Department Secretary of State's Office	Budget Unit _____
Division Elections	
DI Name: Special Election Cost Increase	DI# 1231001

4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)

5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
	0						0	0.0	
							0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
							0		
							0		
							0		
Total EE	0		0		0		0		0
Program Distributions					7,800,000		7,800,000		7,800,000
Total PSD	0		0		7,800,000		7,800,000		7,800,000
Transfers									
Total TRF	0		0		0		0		0
Grand Total	0	0.0	0	0.0	7,800,000	0.0	7,800,000	0.0	7,800,000

NEW DECISION ITEM  
RANK: 6 OF 9

Department Secretary of State's Office		Budget Unit _____							
Division Elections									
DI Name: Special Election Cost Increase		DI# 1231001							
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
							0	0.0	
							0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
							0		
							0		
Total EE	0		0		0		0		0
Program Distributions							0		
Total PSD	0		0		0		0		0
Transfers							0		
Total TRF	0		0		0		0		0
Grand Total	0	0.0	0	0.0	0	0.0	0	0.0	0

NEW DECISION ITEM  
RANK: 6 OF 9

Department Secretary of State's Office	Budget Unit
Division Elections	
DI Name: Special Election Cost Increase	DI# 1231001

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

**6b. Provide an efficiency measure.**

**6c. Provide the number of clients/individuals served, if applicable.**

**6d. Provide a customer satisfaction measure, if available.**

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>SPECIAL ELECTION &amp; OTHER COSTS</b>								
Presidential Primary Costs - 1231001								
PROGRAM DISTRIBUTIONS	0	0.00	0	0.00	7,800,000	0.00	0	0.00
TOTAL - PD	0	0.00	0	0.00	7,800,000	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$7,800,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$7,800,000	0.00		0.00

# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
ELECTION ADMIN IMPROVE TRF								
CORE								
FUND TRANSFERS								
STATE ELECTIONS SUBSIDY	3,287,520	0.00	4,034,443	0.00	4,034,443	0.00	0	0.00
TOTAL - TRF	3,287,520	0.00	4,034,443	0.00	4,034,443	0.00	0	0.00
TOTAL	3,287,520	0.00	4,034,443	0.00	4,034,443	0.00	0	0.00
GRAND TOTAL	\$3,287,520	0.00	\$4,034,443	0.00	\$4,034,443	0.00	\$0	0.00

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# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23156C
<b>Division</b>	Elections		
<b>Core -</b>	Elections Administration Improvement Transfer		

### 1. CORE FINANCIAL SUMMARY

	FY 2016 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	4,034,443	4,034,443
<b>Total</b>	<b>0</b>	<b>0</b>	<b>4,034,443</b>	<b>4,034,443</b>

FTE	0.00	0.00	0.00	0.00
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<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

	FY 2016 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

FTE	0.00	0.00	0.00	0.00
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<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Election Subsidy Fund (0686)

Other Funds:

### 2. CORE DESCRIPTION

Per section 115.077.5, RSMo, the Secretary of State will transfer the unexpended amount of the state elections subsidy fund to the election administration improvement fund. The number of special elections to be called in a fiscal year is unknown. Special election costs are transferred from general revenue to the state election subsidy fund in an amount not less than the amount expended in the fiscal year that ended June 30,2000. That amount is \$4,284,000. At the end of each fiscal year, any amounts in the state election subsidy fund not expended or obligated to meet the state's obligations for special elections is transferred to the election administration improvement fund.

### 3. PROGRAM LISTING (list programs included in this core funding)

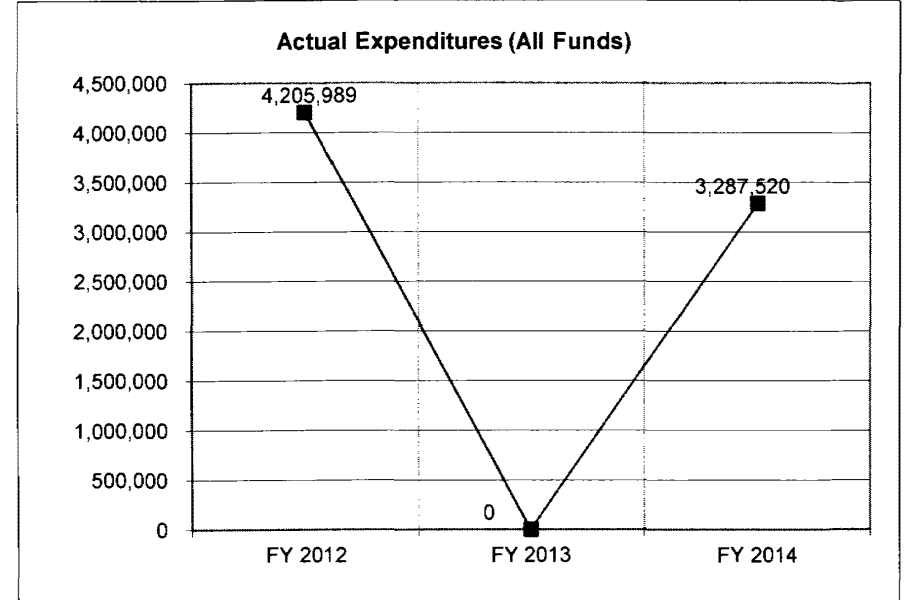
Special Elections

# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23156C
<b>Division</b>	Elections		
<b>Core -</b>	Elections Administration Improvement Transfer		

## 4. FINANCIAL HISTORY

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Current Yr.
Appropriation (All Funds)	4,205,989	3,784,000	4,034,443	4,034,443
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	4,205,989	3,784,000	4,034,443	N/A
Actual Expenditures (All Funds)	4,205,989	0	3,287,520	N/A
Unexpended (All Funds)	0	3,784,000	746,923	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	3,784,000	746,923	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:** FY2012 Appropriation includes an increase of \$421,989.  
FY2014 Appropriation includes a core increase of \$250,443.

# CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
ELECTION ADMIN IMPROVE TRF

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	TRF	0.00	0	0	4,034,443	4,034,443	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>4,034,443</b>	<b>4,034,443</b>	
DEPARTMENT CORE REQUEST							
	TRF	0.00	0	0	4,034,443	4,034,443	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>4,034,443</b>	<b>4,034,443</b>	
GOVERNOR'S RECOMMENDED CORE							
	TRF	0.00	0	0	4,034,443	4,034,443	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>4,034,443</b>	<b>4,034,443</b>	



# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>ELECTION ADMIN IMPROVE TRF</b>								
<b>CORE</b>								
TRANSFERS OUT	3,287,520	0.00	4,034,443	0.00	4,034,443	0.00	0	0.00
TOTAL - TRF	3,287,520	0.00	4,034,443	0.00	4,034,443	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$3,287,520</b>	<b>0.00</b>	<b>\$4,034,443</b>	<b>0.00</b>	<b>\$4,034,443</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$3,287,520	0.00	\$4,034,443	0.00	\$4,034,443	0.00		0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Election Costs Transfer to Elections Administration Improvement Fund

**Program is found in the following core budget(s):** Elections

**1. What does this program do?**

The State must pay proportional costs for special elections of two or more political subdivisions. The Secretary of State will transfer the unexpended amount of the state election subsidy fund to the election administration improvements fund. The number of special elections to be called in a fiscal year is unknown.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Section 115.077.5, RSMo.

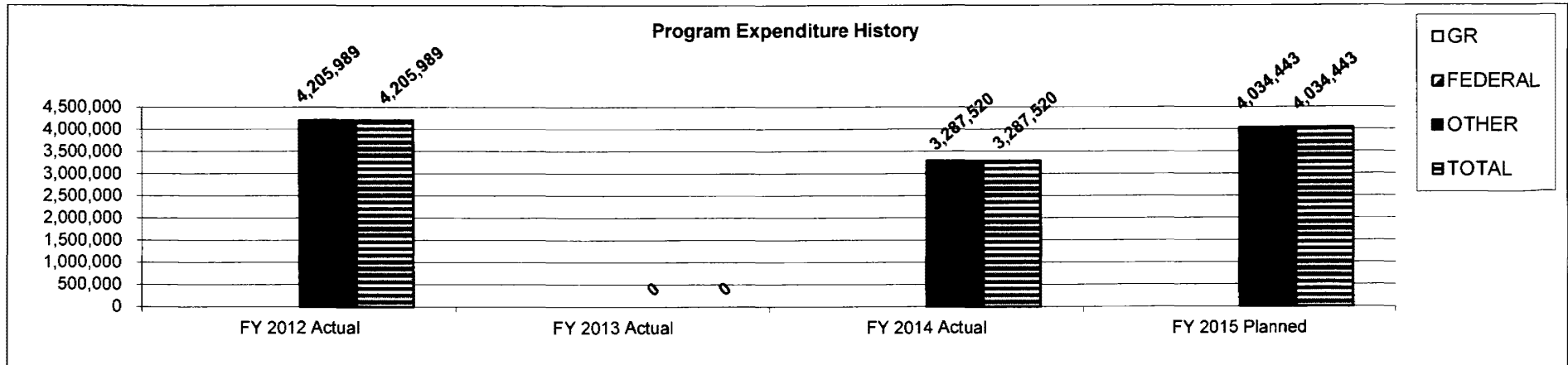
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Election Costs Transfer to Elections Administration Improvement Fund

**Program is found in the following core budget(s):** Elections

**6. What are the sources of the "Other " funds?**

Election Subsidy Fund

**7a. Provide an effectiveness measure.**

Compliance with 115.077 RSMo. Provides support for Help America Vote Act activities and election improvements.

**7b. Provide an efficiency measure.**

N/A

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A



# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
<b>FEDERAL GRANTS</b>									
<b>CORE</b>									
<b>EXPENSE &amp; EQUIPMENT</b>									
SECRETARY OF STATE RECORDS-FED	0	0.00	2,913	0.00	2,913	0.00	0	0.00	
TOTAL - EE	0	0.00	2,913	0.00	2,913	0.00	0	0.00	
<b>PROGRAM-SPECIFIC</b>									
SECRETARY OF STATE RECORDS-FED	0	0.00	47,087	0.00	47,087	0.00	0	0.00	
TOTAL - PD	0	0.00	47,087	0.00	47,087	0.00	0	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	

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**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23143C
<b>Division</b>	Records Services		
<b>Core -</b>	Federal Grants		

**1. CORE FINANCIAL SUMMARY**

FY 2016 Budget Request					FY 2016 Governor's Recommendation				
	GR	Federal	Other	Total		GR	Fed	Other	Total
PS	0	0	0	0	PS	0	0	0	0
EE	0	2,913	0	2,913	EE	0	0	0	0
PSD	0	47,087	0	47,087	PSD	0	0	0	0
TRF	0	0	0	0	TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>					<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

Other Funds:

**2. CORE DESCRIPTION**

The Missouri Historical Records Advisory Board (MHRAB) promotes and supports identification of, preservation of and access to all historical records in Missouri. The MHRAB is the central advisory body for strategic planning within the historical records community and for projects relating to historic records developed and carried out within the state of Missouri. The MHRAB provides state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission (NHPRC) by Missouri repositories and serves as the review and award panel for grant applications submitted to the Local Records Preservation Program. Board members are appointed by the Governor, with the advice and consent of the Senate, and administrative responsibilities are handled by the Secretary of State who is the Board's coordinator. Federal regulations require members to have experience and interest in the collection, administration and use of historical records, as well as be dedicated to the preservation and access of the state's documentary heritage. Over the years, archivists, curators, family historians, legislators, librarians and records managers have served on the MHRAB.

**3. PROGRAM LISTING (list programs included in this core funding)**

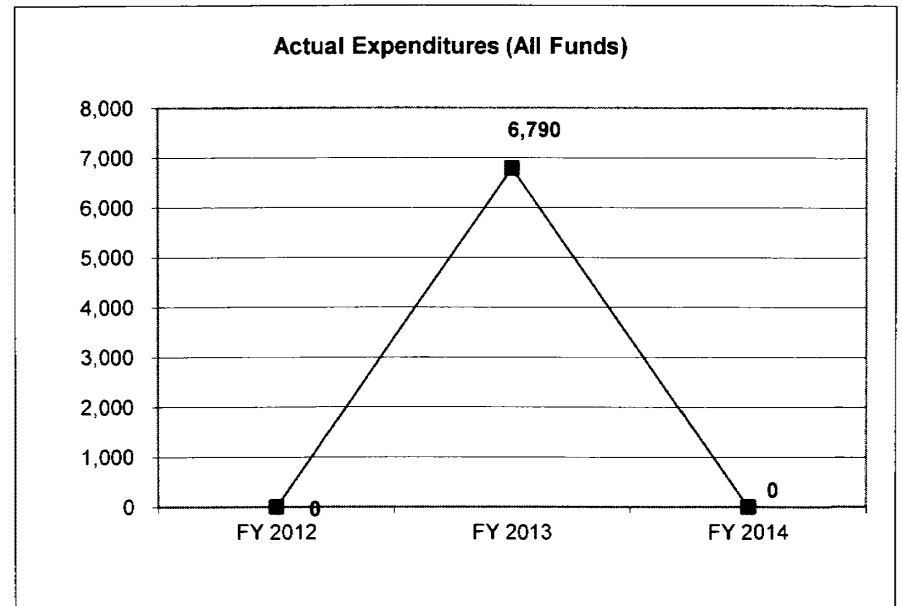
Missouri Historical Records Advisory Board (MHRAB)

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	<u>23143C</u>
<b>Division</b>	Records Services		
<b>Core -</b>	Federal Grants		

**4. FINANCIAL HISTORY**

	<b>FY 2012 Actual</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Current Yr.</b>
Appropriation (All Funds)	15,000	15,000	15,000	50,000
Less Restricted (All Funds)	0	0	0	N/A
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	15,000	15,000	15,000	N/A
Actual Expenditures (All Funds)	0	6,790	0	N/A
Unexpended (All Funds)	15,000	8,210	15,000	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	15,000	8,210	15,000	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:**

**CORE RECONCILIATION DETAIL**

**SECRETARY OF STATE  
FEDERAL GRANTS**

**5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	EE	0.00	0	2,913	0	2,913	
	PD	0.00	0	47,087	0	47,087	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	2,913	0	2,913	
	PD	0.00	0	47,087	0	47,087	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	2,913	0	2,913	
	PD	0.00	0	47,087	0	47,087	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	



# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>FEDERAL GRANTS</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	0	0.00	2,560	0.00	2,560	0.00	0	0.00
TRAVEL, OUT-OF-STATE	0	0.00	1	0.00	1	0.00	0	0.00
SUPPLIES	0	0.00	1	0.00	1	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	0	0.00	1	0.00	1	0.00	0	0.00
COMMUNICATION SERV & SUPP	0	0.00	1	0.00	1	0.00	0	0.00
PROFESSIONAL SERVICES	0	0.00	1	0.00	1	0.00	0	0.00
M&R SERVICES	0	0.00	1	0.00	1	0.00	0	0.00
COMPUTER EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
MOTORIZED EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
OFFICE EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
OTHER EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1	0.00	1	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	1	0.00	1	0.00	0	0.00
MISCELLANEOUS EXPENSES	0	0.00	341	0.00	341	0.00	0	0.00
TOTAL - EE	0	0.00	2,913	0.00	2,913	0.00	0	0.00
PROGRAM DISTRIBUTIONS	0	0.00	47,086	0.00	47,086	0.00	0	0.00
REFUNDS	0	0.00	1	0.00	1	0.00	0	0.00
TOTAL - PD	0	0.00	47,087	0.00	47,087	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$50,000	0.00	\$50,000	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State  
**Program Name** Records Services  
**Program is found in the following core budget(s):** Federal Grants

**1. What does this program do?**

The Missouri Historical Records Advisory Board (MHRAB) promotes and supports identification, preservation and access to all historical records in Missouri. The MHRAB is the central advisory body for strategic planning of projects relating to historic records developed and carried out within the state of Missouri. The MHRAB provides state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission (NHPRC) by Missouri repositories and serves as the review and award panel for grant applications submitted to the Local Records Program and the Missouri Historical Records Grant Program.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMo 109.221; Federal Statute, 44 USC 25; 36 CFR 1206.

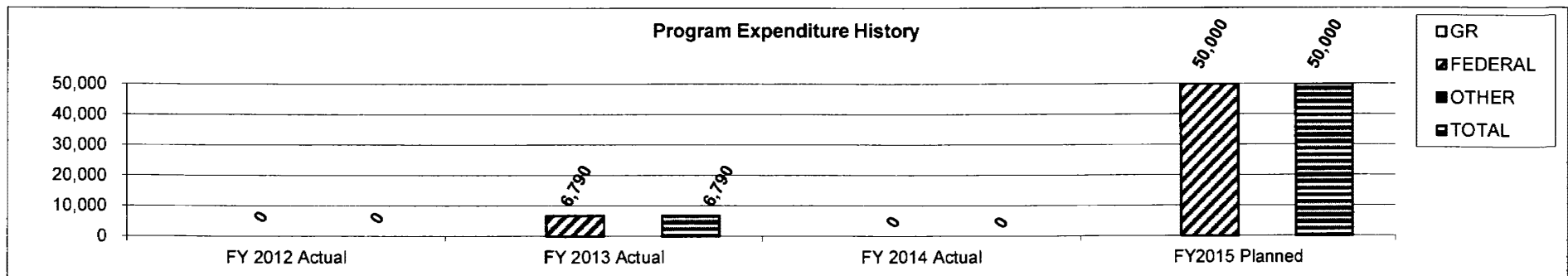
**3. Are there federal matching requirements? If yes, please explain.**

Yes, there is a 50/50 match for NHPRC federal grants.

**4. Is this a federally mandated program? If yes, please explain.**

No. The federal government encourages states to have State Historical Record Advisory Boards and provides grant funding to those states who have boards.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

## PROGRAM DESCRIPTION

**Department** Secretary of State

**Program Name** Records Services

**Program is found in the following core budget(s):** Federal Grants

**7a. Provide an effectiveness measure.**

From 2002-2005, the Missouri Historical Records Grant Program (MHRGP), a cooperative program of the MHRAB, National Historical Publications and Records Commission (NHPRC), and State of Missouri, awarded 109 community history regrants totaling \$675,000. In FY 2010, the MHRAB awarded \$56,000 through fourteen MHRGP Grants. In FY 2011, the MHRAB awarded \$56,800 to 17 grantees. In FY 2013, the MHRAB awarded \$54,179.67 to 17 grantees.

**7b. Provide an efficiency measure.**

The average grant amount awarded was \$5,363.

**7c. Provide the number of clients/individuals served, if applicable.**

The MHRAB has now provided 157 grants through the MHRGP.

**7d. Provide a customer satisfaction measure, if available.**

The Missouri Historical Records Grant Program was reintroduced in FY 2010 because of its past success and numerous requests from the public.

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
<b>LOCAL RECORDS GRANTS</b>									
CORE									
PROGRAM-SPECIFIC									
LOCAL RECORDS PRESERVATION	0	0.00	400,000	0.00	400,000	0.00	0	0.00	
TOTAL - PD	0	0.00	400,000	0.00	400,000	0.00	0	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	

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# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23160C
<b>Division</b>	Records Services		
<b>Core -</b>	Local Records Grants		

## 1. CORE FINANCIAL SUMMARY

	FY 2016 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	400,000	400,000
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>

<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

	FY 2016 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Local Records Preservation (0577)

Other Funds:

## 2. CORE DESCRIPTION

Local Records Grants facilitate more secure storage of, and faster access to, records produced by local government entities/political subdivisions with taxing authority to meet the information needs of public officials, private citizens, and general public interest. Public records security and access insures the preservation of public information of permanent intrinsic or historic value, and facilitates information access as required by state statutes, for both the record provider and the information seeker. Grant funds are available by means of dedicated user fees collected by county recorders of deeds. This fund provides financial resources beyond those of the awarded local entity to effectively maintain, manage, and preserve public records through sound records management policies and practices, archival preservation of long-term or historically significant records, as well as appropriate storage and access supplies.

## 3. PROGRAM LISTING (list programs included in this core funding)

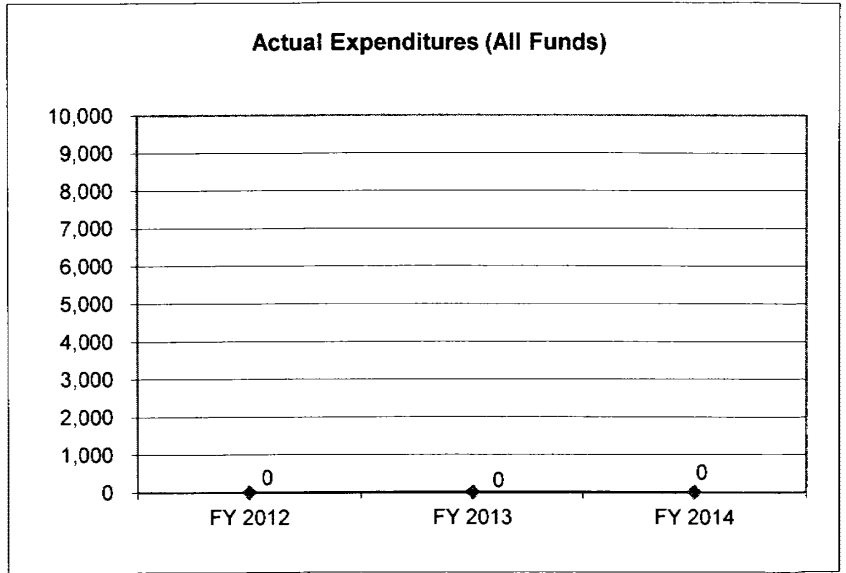
Local Records Preservation Grants

# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23160C
<b>Division</b>	Records Services		
<b>Core -</b>	Local Records Grants		

## 4. FINANCIAL HISTORY

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Current Yr.
Appropriation (All Funds)	400,000	400,000	400,000	400,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	400,000	400,000	400,000	N/A
Actual Expenditures (All Funds)	0	0	0	N/A
Unexpended (All Funds)	400,000	400,000	400,000	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	400,000	400,000	400,000	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

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**CORE RECONCILIATION DETAIL**

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**SECRETARY OF STATE**  
**LOCAL RECORDS GRANTS**

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**5. CORE RECONCILIATION DETAIL**

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	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
LOCAL RECORDS GRANTS								
CORE								
PROGRAM DISTRIBUTIONS	0	0.00	400,000	0.00	400,000	0.00	0	0.00
TOTAL - PD	0	0.00	400,000	0.00	400,000	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$400,000	0.00	\$400,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$400,000	0.00	\$400,000	0.00		0.00



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Records Services

**Program is found in the following core budget(s):** Local Records Grants

**1. What does this program do?**

Local Records Preservation Grants provide local governments or political subdivisions with taxing authority descriptive program/financial assistance and implementation guidance for approved records management and/or preservation projects. Although this program was very successful, it had been temporarily discontinued due to a lack of funds due to the decrease in home sales (recorder fees).

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMO 59.319, 109.220

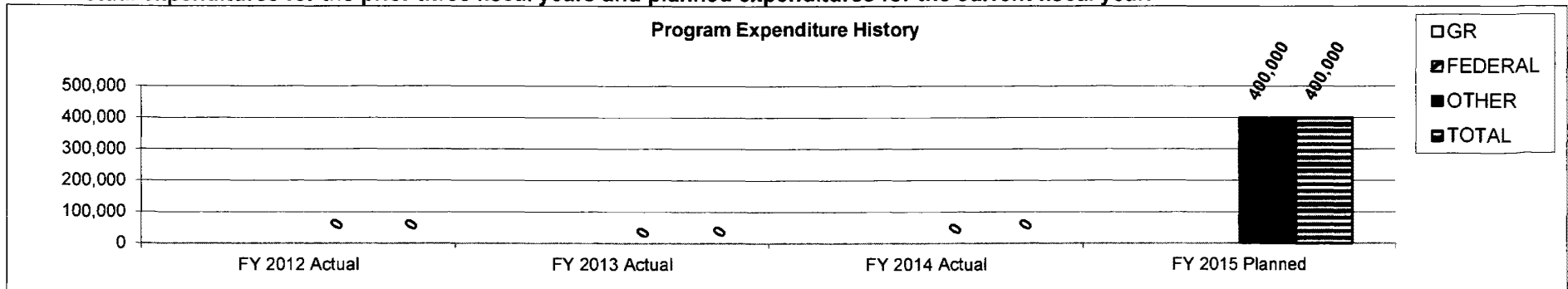
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

Local Records Preservation Fund (0577)

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Records Services

**Program is found in the following core budget(s):** Local Records Grants

**7a. Provide an effectiveness measure.**

**7b. Provide an efficiency measure.**

The average grant awarded was \$6,286.

**7c. Provide the number of clients/individuals served, if applicable.**

The Local Records Preservation Grant Program has funded 1,042 grants. These include 412 grants in 101 counties, 327 grants in 154 cities, 277 grants for 163 school districts, and an additional 26 grants were given to fire districts, water districts and other local government agencies.

**7d. Provide a customer satisfaction measure, if available.**

No formal measure exists.

# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
DOCUMENT PRESERVATION								
CORE								
EXPENSE & EQUIPMENT								
STATE DOCUMENT PRESERVATION	790	0.00	2,000	0.00	2,000	0.00	0	0.00
TOTAL - EE	790	0.00	2,000	0.00	2,000	0.00	0	0.00
PROGRAM-SPECIFIC								
MO STATE ARCHIVES-ST LOUIS TST	0	0.00	1	0.00	1	0.00	0	0.00
STATE DOCUMENT PRESERVATION	0	0.00	23,000	0.00	23,000	0.00	0	0.00
TOTAL - PD	0	0.00	23,001	0.00	23,001	0.00	0	0.00
TOTAL	790	0.00	25,001	0.00	25,001	0.00	0	0.00
GRAND TOTAL	\$790	0.00	\$25,001	0.00	\$25,001	0.00	\$0	0.00

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# CORE DECISION ITEM

<b>Department</b> Secretary of State					<b>Budget Unit</b> 23157C				
<b>Division</b> Records Services/Archives									
<b>Core -</b> Document Preservation									
<b>1. CORE FINANCIAL SUMMARY</b>									
	<b>FY 2016 Budget Request</b>					<b>FY 2016 Governor's Recommendation</b>			
	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>		<b>GR</b>	<b>Fed</b>	<b>Other</b>	<b>Total</b>
PS	0	0	0	0	PS	0	0	0	0
EE	0	0	2,000	2,000	EE	0	0	0	0
PSD	0	0	23,000	23,000	PSD	0	0	0	0
TRF	0	0	0	0	TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>					<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				
Other Funds: Document Preservation Fund (0836)					Other Funds:				
<b>2. CORE DESCRIPTION</b>									
<p>The State Document Preservation Fund consists of all moneys received by the Missouri State Archives from gifts, bequests, or contributions for the specific purpose of preserving legal, historical, and genealogical materials and making them available to the public. The Document Preservation Fund allows the Archives to seek assistance from the private sector to help save state government documents, which might otherwise be lost, destroyed, or inaccessible to the public. Various projects include grant administration, work on the St. Louis Judicial Records Project, or other special projects that make records available to the public as described in RSMo 109.005.</p>									
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>									
Document Preservation Fund									

# CORE DECISION ITEM

**Department** Secretary of State

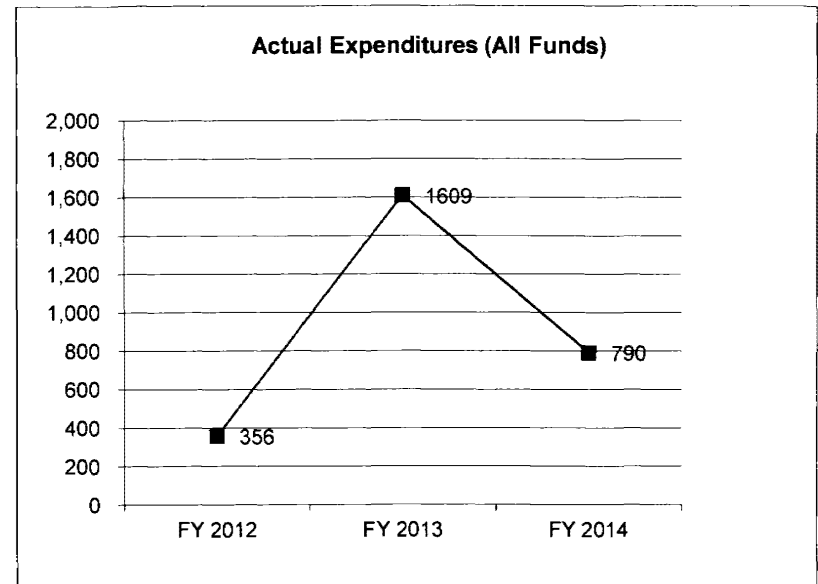
**Budget Unit** 23157C

**Division** Records Services/Archives

**Core - Document Preservation**

## 4. FINANCIAL HISTORY

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Current Yr.
Appropriation (All Funds)	402	25,000	25,000	25,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	402	25,000	25,000	N/A
Actual Expenditures (All Funds)	356	1,609	790	N/A
Unexpended (All Funds)	46	23,391	24,210	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	46	23,391	24,210	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:** As needed, appropriation authority will be requested.

# CORE DECISION ITEM

<b>Department</b>	Secretary of State		<b>Budget Unit</b> <u>23157C</u>
<b>Division</b>	Records Services/Archives		
<b>Core -</b>	Missouri State Archives-St. Louis Center		

**1. CORE FINANCIAL SUMMARY**

	FY 2016 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	1	1
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>

FTE	0.00	0.00	0.00	0.00
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<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

	FY 2016 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

FTE	0.00	0.00	0.00	0.00
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<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: MO State Archives - St. Louis Trust (0770)

Other Funds:

**2. CORE DESCRIPTION**

RSMo 109.400 and 109.410 establish the Missouri State Archives' authority to create a records center in St. Louis with non-general revenue funds. The facility will centralize the housing of millions of historically valuable state and local government records in the St. Louis area. The Center's creation would be the result of a public-private partnership based on non-state funds. An initial endowment would be secured to help guarantee operating funds into the future. Should non-GR funding prove unavailable, the Center will not be created.

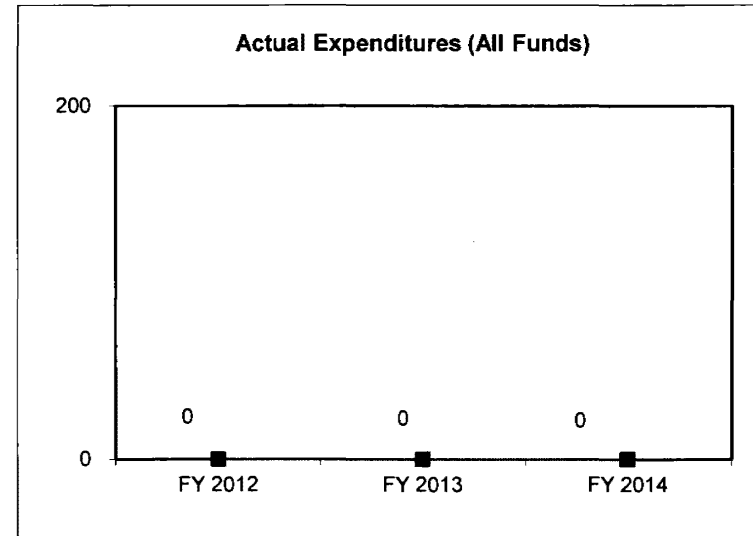
**3. PROGRAM LISTING (list programs included in this core funding)**

# **CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	<u>23157C</u>
<b>Division</b>	Records Services/Archives		
<b>Core -</b>	Missouri State Archives-St. Louis Center		

## **4. FINANCIAL HISTORY**

	<b>FY 2012 Actual</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Current Yr.</b>
Appropriation (All Funds)	1	1	1	1
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	1	1	1	N/A
Actual Expenditures (All Funds)	0	0	0	N/A
Unexpended (All Funds)	1	1	1	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	1	1	1	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

## **NOTES:**

# CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
DOCUMENT PRESERVATION

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	0	0	2,000	2,000	
	PD	0.00	0	0	23,001	23,001	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>25,001</b>	<b>25,001</b>	
DEPARTMENT CORE REQUEST							
	EE	0.00	0	0	2,000	2,000	
	PD	0.00	0	0	23,001	23,001	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>25,001</b>	<b>25,001</b>	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	0	0	2,000	2,000	
	PD	0.00	0	0	23,001	23,001	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>25,001</b>	<b>25,001</b>	



# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>DOCUMENT PRESERVATION</b>								
<b>CORE</b>								
PROFESSIONAL DEVELOPMENT	790	0.00	1,000	0.00	1,000	0.00	0	0.00
PROFESSIONAL SERVICES	0	0.00	1,000	0.00	1,000	0.00	0	0.00
TOTAL - EE	790	0.00	2,000	0.00	2,000	0.00	0	0.00
PROGRAM DISTRIBUTIONS	0	0.00	23,000	0.00	23,000	0.00	0	0.00
REFUNDS	0	0.00	1	0.00	1	0.00	0	0.00
TOTAL - PD	0	0.00	23,001	0.00	23,001	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$790</b>	<b>0.00</b>	<b>\$25,001</b>	<b>0.00</b>	<b>\$25,001</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$790	0.00	\$25,001	0.00	\$25,001	0.00		0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**Program Name** Records Services/Archives

**Program is found in the following core budget(s):** Document Preservation

**1. What does this program do?**

The State Document Preservation Fund consists of all moneys received by the Missouri State Archives from gifts, bequests, or contributions for the specific purpose of preserving legal, historical, and genealogical materials and making them available to the public. The Document Preservation Fund allows the Archives to seek assistance from the private sector to help save state government documents, which might otherwise be lost, destroyed, or inaccessible to the public. Various projects include grant administration, work on the St. Louis Judicial Records Project, or other special projects that make records available to the public as described in RSMo 109.005.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMo 109.005

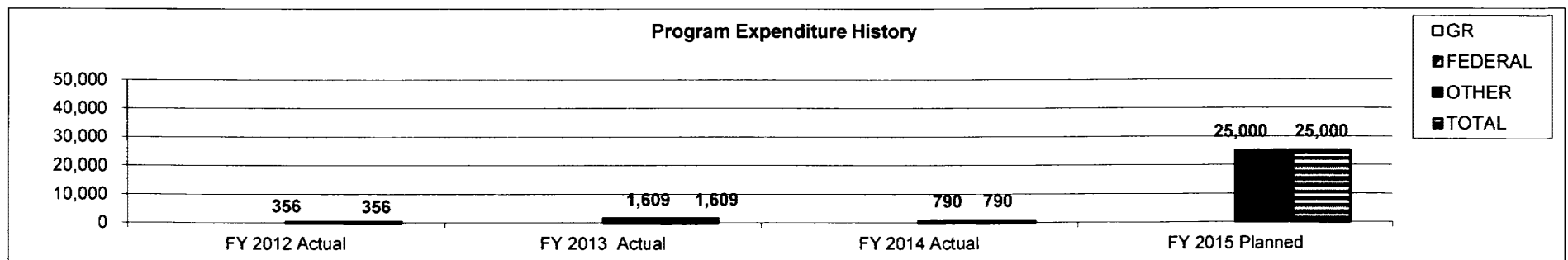
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

Document Preservation (0836)

## PROGRAM DESCRIPTION

**Department** Secretary of State

**Program Name** Records Services/Archives

**Program is found in the following core budget(s):** Document Preservation

**7a. Provide an effectiveness measure.**

During FY08 and FY09, funds from the Document Preservation Fund were spent making death certificates more accessible online. The effectiveness of this expenditure can be seen in the decline in physical death certificate requests from 15,455 in 2006 to almost none in 2014. The online death certificate project was completed in March of 2008 with online searches of 11.7 million hits in FY14.

**7b. Provide an efficiency measure.**

See 7c.

**7c. Provide the number of clients/individuals served, if applicable.**

In FY14 an average of 7,755 visitors a day accessed the Missouri State Archives website.

**7d. Provide a customer satisfaction measure, if available.**

The Missouri State Archives has been recognized by Family Tree Magazine for 11 consecutive years because of the no-cost easy access to records provided by the Missouri State Archives website.

## PROGRAM DESCRIPTION

**Department** Secretary of State

**Program Name** Records Services/Archives

**Program is found in the following core budget(s):** Missouri State Archives - St. Louis Center

**1. What does this program do?**

The facility would provide more complete and effective service for St. Louis City government offices and citizen researchers. Document storage in a records center is much less expensive than in finished office space. Thousands of dollars would be saved and thousands of square feet of scarce space would be reclaimed in government offices. The facility would draw thousands of cultural tourists from across the United States -- principally family historians, but also academics and journalists. The creation of a St. Louis Center would allow records holders to concentrate more fully on pressing contemporary business without having the diversion of genealogical and other historical searches.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Statutory authorization RSMo 109.400 and 109.410.

**3. Are there federal matching requirements? If yes, please explain.**

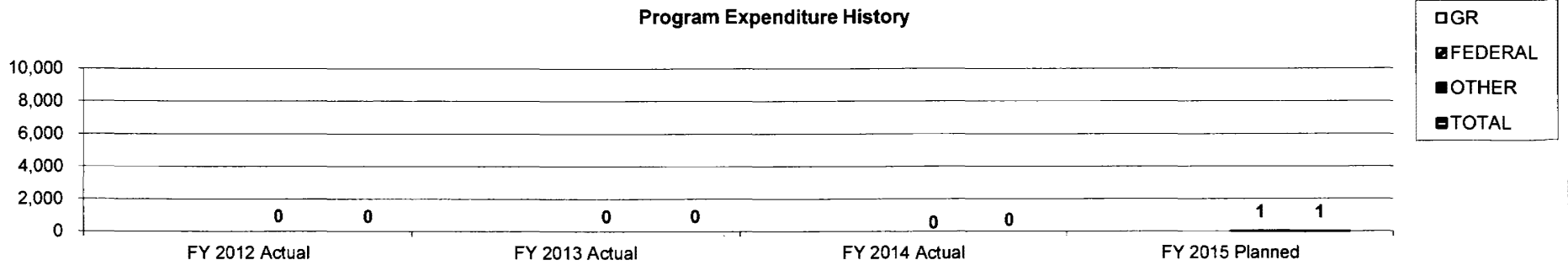
No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**

**Program Expenditure History**



## PROGRAM DESCRIPTION

**Department** Secretary of State

**Program Name** Records Services/Archives

**Program is found in the following core budget(s):** Missouri State Archives - St. Louis Center

**6. What are the sources of the "Other " funds?**

The Center's creation would be the result of a public-private partnership of non-state funds.

**7a. Provide an effectiveness measure.**

The cost of storing documents in a records center is much less than the cost of storing them in finished office space. Thousands of dollars would be saved and thousands of square feet of scarce space would be reclaimed in government offices.

**7b. Provide an efficiency measure.**

Aggregate savings are contingent on participation in the project. No state or local government entity would be compelled to turn over records.

**7c. Provide the number of clients/individuals served, if applicable.**

Not applicable.

**7d. Provide a customer satisfaction measure, if available.**

Not applicable.



# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
STATE AID FOR PUBLIC LIBRARY								
CORE								
PROGRAM-SPECIFIC								
GENERAL REVENUE	3,504,001	0.00	3,504,001	0.00	3,504,001	0.00	0	0.00
TOTAL - PD	3,504,001	0.00	3,504,001	0.00	3,504,001	0.00	0	0.00
TOTAL	3,504,001	0.00	3,504,001	0.00	3,504,001	0.00	0	0.00
GRAND TOTAL	\$3,504,001	0.00	\$3,504,001	0.00	\$3,504,001	0.00	\$0	0.00

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# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23515C
<b>Division</b>	Library Services		
<b>Core -</b>	State Aid for Public Libraries		

## 1. CORE FINANCIAL SUMMARY

	FY 2016 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	3,504,001	0	0	3,504,001
TRF	0	0	0	0
<b>Total</b>	<b>3,504,001</b>	<b>0</b>	<b>0</b>	<b>3,504,001</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

	FY 2016 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

## 2. CORE DESCRIPTION

Under the Missouri Constitution and state statutes, the General Assembly appropriates funds to support public libraries. State aid is appropriated to libraries that have a minimum voted tax or local government support equal to ten cents per \$100 of assessed valuation. Libraries use these funds to improve information access and develop stronger library services for Missouri citizens. Funds are distributed to public libraries on a per capita basis and to libraries in less affluent counties for equalization aid as determined by RSMo 181.060.

## 3. PROGRAM LISTING (list programs included in this core funding)

State Aid to Public Libraries

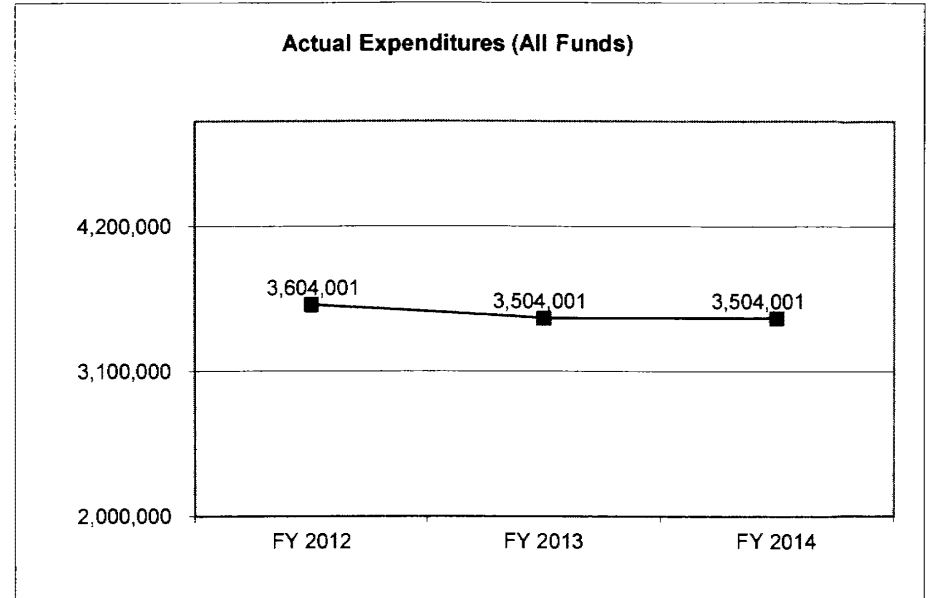


**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	<u>23515C</u>
<b>Division</b>	Library Services		
<b>Core -</b>	State Aid for Public Libraries		

**4. FINANCIAL HISTORY**

	<b>FY 2012 Actual</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Current Yr.</b>
Appropriation (All Funds)	3,604,001	3,504,001	3,504,001	3,504,001
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	(2,780,225)
Budget Authority (All Funds)	3,604,001	3,504,001	3,504,001	723,776
Actual Expenditures (All Funds)	3,604,001	3,504,001	3,504,001	N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Restricted includes any extraordinary expenditure restrictions (when applicable).

Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

**NOTES:**

State aid for public libraries is a two part program; aid distributed to libraries based on population, and an equalization program to help libraries in less affluent counties.

In FY14, of the \$3,504,001, \$2,735,262.50 was distributed as per capita state aid, and \$768,738.50 was distributed in equalization aid.

**CORE RECONCILIATION DETAIL**

**SECRETARY OF STATE**  
**STATE AID FOR PUBLIC LIBRARY**

**5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PD	0.00	3,504,001	0	0	3,504,001	
	<b>Total</b>	<b>0.00</b>	<b>3,504,001</b>	<b>0</b>	<b>0</b>	<b>3,504,001</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	3,504,001	0	0	3,504,001	
	<b>Total</b>	<b>0.00</b>	<b>3,504,001</b>	<b>0</b>	<b>0</b>	<b>3,504,001</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	3,504,001	0	0	3,504,001	
	<b>Total</b>	<b>0.00</b>	<b>3,504,001</b>	<b>0</b>	<b>0</b>	<b>3,504,001</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
STATE AID FOR PUBLIC LIBRARY								
CORE								
PROGRAM DISTRIBUTIONS	3,504,001	0.00	3,504,001	0.00	3,504,001	0.00	0	0.00
TOTAL - PD	3,504,001	0.00	3,504,001	0.00	3,504,001	0.00	0	0.00
GRAND TOTAL	\$3,504,001	0.00	\$3,504,001	0.00	\$3,504,001	0.00	\$0	0.00
GENERAL REVENUE	\$3,504,001	0.00	\$3,504,001	0.00	\$3,504,001	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## PROGRAM DESCRIPTION

**Department - Secretary of State**

**Program Name: State Aid for Public Libraries**

**Program is found in the following core budget(s): State Aid for Public Libraries**

**1. What does this program do?**

State Aid for Public Libraries makes a vital contribution to improving public library services in Missouri. The program provides funds to public libraries that meet the requirements specified in the Missouri Constitution, Article IX, Section 10 and in RSMo 181.060. Public libraries having a minimum voted tax of local government support equal to ten cents per \$100 of assessed valuation are eligible to receive funds from this program.

Public libraries in Missouri are funded primarily through property taxes. Due to reassessment and rollback, those taxes are limited to small growth factors. Across the state, the level of library funding from taxation varies widely, in large part due to differences in local property valuations. State aid helps bridge some of the resulting funding gaps. State aid applications are submitted annually for review and certification by the State Librarian. Once the funding is approved, local library boards of trustees decide the allocation of these funds according to the highest local needs and priorities.

The economic and social success of Missourians depends on equal information access and the ability to use information. Missouri public libraries play a critical role in providing access to information. Without state aid funding, Missourians will have reduced access to information, or a reduction in the basic services offered by public libraries. In many communities, public libraries provide the only no cost high speed internet access, heavily used by people seeking jobs, filling out application forms, or researching business opportunities. State aid secures the necessary funding for the following variety of needs: computer technology, Internet connectivity, reference services, personnel and collection expenditures.

The Secretary of State and the State Library provide service guidelines through the Missouri Public Library Standards. These Standards provide benchmarks for per capita income, hours of service, amount of funds to be budgeted for library collections, as well as guidelines for developing technology, determining current and future community technology needs, and meeting national standards for cataloging library materials. Many libraries in Missouri currently struggle to meet the Missouri Public Library Standards. State aid funding provides modest support for libraries moving to meet the benchmarks of the Missouri Public Library Standards.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMo Ch. 181.060; Mo Constitution, Article IX, Section 10

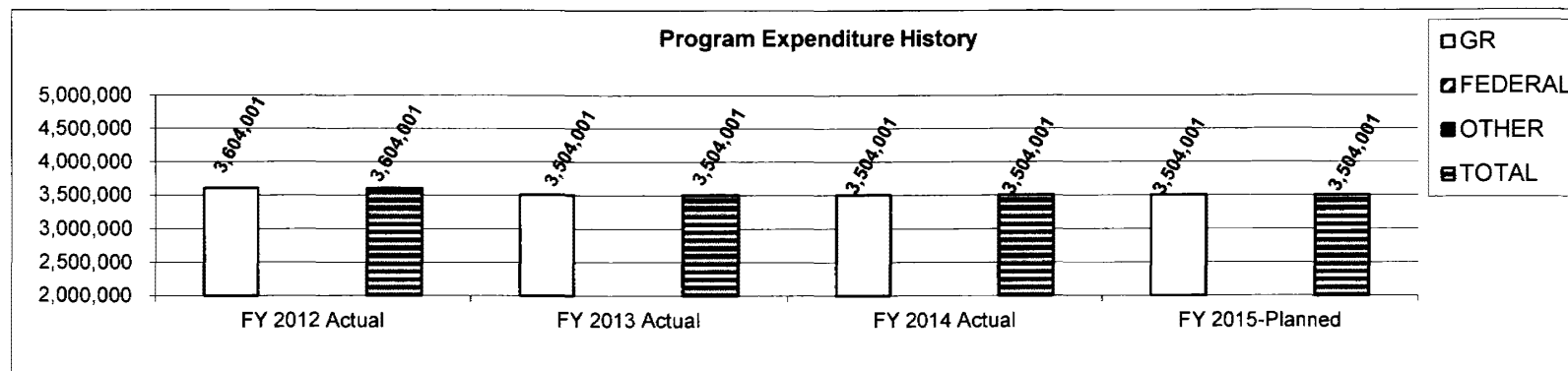
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

**7a. Provide an effectiveness measure.**

Most Missourians recognize the value of library service, and have a library card.

	2010	2011	2012	2013
Number of Missourians with a library card, from statistical report	3,189,850	3,303,434	3,321,114	3,293,338
Percent of population of library districts	62.32%	60.50%	60.93%	60.20%
Total Materials borrowed from libraries	54,046,193	54,194,171	54,366,156	56,141,122

**7b. Provide an efficiency measure.**

Many Missourians rely on their local library for access to the Internet. Libraries provide Internet access using high speed connections at no charge for the user. This provides high quality and efficiency for the user.

	2010	2011	2012	2013
Public Internet Computers provided	4,475	4,741	4,909	4,931
Users of Computers	6,870,214	6,758,008	6,536,381	6,799,404

**7c. Provide the number of clients/individuals served, if applicable.**

	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY2014</b>	<b>2015-Proj</b>
Eligible library districts	163	164	165	166
Population	5,455,641	5,450,526	5,470,525	5,471,872

**7d. Provide a customer satisfaction measure, if available.**

# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
REAL								
CORE								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00	0	0.00
TOTAL - EE	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00	0	0.00
TOTAL	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00	0	0.00
GRAND TOTAL	\$3,109,250	0.00	\$3,109,250	0.00	\$3,109,250	0.00	\$0	0.00

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# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b> <u>23520C</u>
<b>Division</b>	Library Services	
<b>Core -</b>	REAL Program	

**1. CORE FINANCIAL SUMMARY**

	FY 2016 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	3,109,250	0	0	3,109,250
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>3,109,250</b>	<b>0</b>	<b>0</b>	<b>3,109,250</b>

<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

	FY 2016 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:     None

Other Funds:

**2. CORE DESCRIPTION**

The REAL Program provides Internet access, peripheral items, training and technical support for public libraries and licensing of shared electronic reference resources available to public libraries, K-12 schools, higher education, and state agencies. The Remote Electronic Access for Libraries (REAL) Program is one of the contractual programs for MOREnet. The Missouri Research and Educational Network (MOREnet) maintains a high-capacity, high speed telecommunications network in the State of Missouri.

**3. PROGRAM LISTING (list programs included in this core funding)**

The Remote Electronic Access for Libraries (REAL) Program

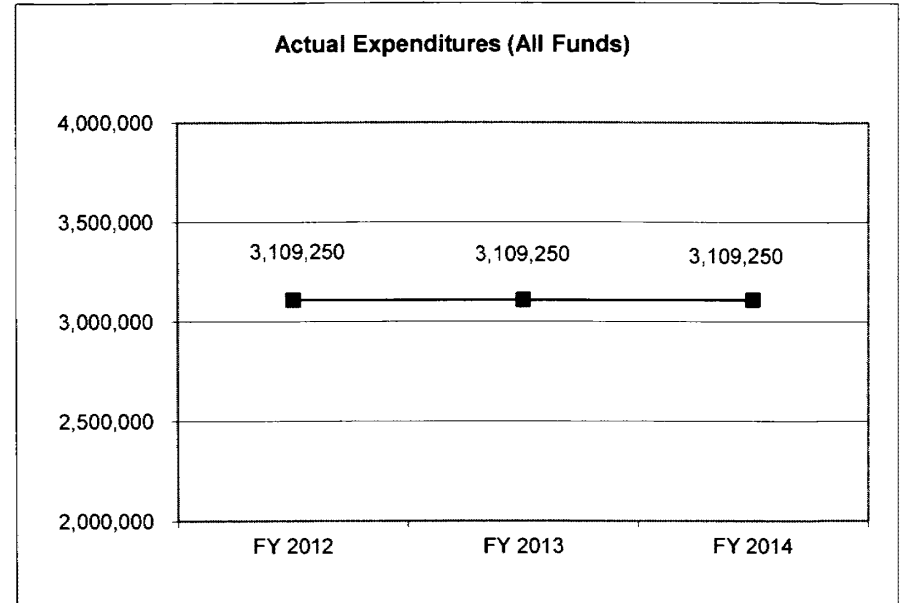


# **CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	<u>23520C</u>
<b>Division</b>	Library Services		
<b>Core -</b>	REAL Program		

## **4. FINANCIAL HISTORY**

	<b>FY 2012 Actual</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Current Yr.</b>
Appropriation (All Funds)	3,109,250	3,109,250	3,109,250	3,109,250
Less Reverted (All Funds)	0	0	0	0
Less Restricted (All Funds)	0	0	0	(3,109,250)
Budget Authority (All Funds)	3,109,250	3,109,250	3,109,250	0
Actual Expenditures (All Funds)	3,109,250	3,109,250	3,109,250	N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Restricted includes any extraordinary expenditure restrictions (when applicable).

Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

## **NOTES:**

**CORE RECONCILIATION DETAIL**

**SECRETARY OF STATE  
REAL**

**5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	EE	0.00	3,109,250	0	0	3,109,250	
	<b>Total</b>	<b>0.00</b>	<b>3,109,250</b>	<b>0</b>	<b>0</b>	<b>3,109,250</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	3,109,250	0	0	3,109,250	
	<b>Total</b>	<b>0.00</b>	<b>3,109,250</b>	<b>0</b>	<b>0</b>	<b>3,109,250</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	3,109,250	0	0	3,109,250	
	<b>Total</b>	<b>0.00</b>	<b>3,109,250</b>	<b>0</b>	<b>0</b>	<b>3,109,250</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
REAL								
CORE								
PROFESSIONAL SERVICES	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00	0	0.00
TOTAL - EE	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00	0	0.00
GRAND TOTAL	\$3,109,250	0.00	\$3,109,250	0.00	\$3,109,250	0.00	\$0	0.00
GENERAL REVENUE	\$3,109,250	0.00	\$3,109,250	0.00	\$3,109,250	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

**Program is found in the following core budget(s):** REAL Program

**1. What does this program do?**

The REAL Program provides Internet access, training, technical support, and peripheral items for public libraries, as well as licensing of shared electronic reference resources available to public libraries, K-12 schools, higher education, and state agencies.

Public libraries serve as the sole source of high speed Internet access for many Missourians. In order for Missourians to compete in an online environment for jobs and business revenue, they need a basic level of knowledge of computer and Internet resources. Public libraries provide urban and rural low-to-moderate income families the only widely available internet access and electronic resources used to gain the knowledge required to compete in an ever-increasingly online economy. As schools increase the use of electronic resources in their curricula, public libraries often provide the only means for students to complete research when school closes and when they have no computer or Internet access at home.

The REAL Program appropriation includes funding for several types of database services including a general periodicals database, K-12 education support, and resources for health, business, and other popular research topics. These services are heavily used by all types of libraries, and are also available to state agencies. Without this program, most public libraries and schools would not be able to afford access to electronic information resources. Those that are able to afford access would individually pay a considerably higher per capita cost for these resources, thus wasting scarce taxpayer dollars. For example, one such statewide product license fee was \$583,910 in FY12. If every K-12 school, public library, and higher education institution acquired its own individual license, the total cost to taxpayers would have exceed \$10 million.

The Missouri Research and Education Network (MOREnet) offers essential technical services and maintains a high-capacity, high speed statewide telecommunications network in the State of Missouri. The Remote Electronic Access for Libraries (REAL) Program is one of the contractual programs for MOREnet.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Mo. Constitution, Article IX, Section 10  
RSMo Ch. 181

**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

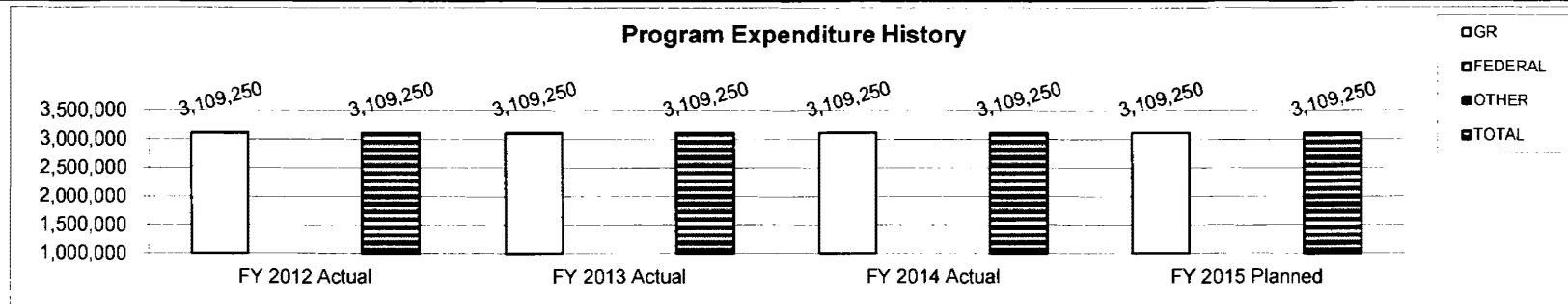
## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

**Program is found in the following core budget(s):** REAL Program

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

None

**7a. Provide an effectiveness measure.**

### Electronic Resource Usage

The electronic resources provided by the REAL Program provide important reference information to residents throughout the state. Not only are these services heavily used by public libraries and the people they serve, these resources are essential to K-12 and higher education libraries and classrooms, and the students they serve. Without these shared resources, most public libraries and schools will not be able to afford access to electronic information resources, and the few able to afford to pay for individual access would pay more in total.

### Electronic Resources Usage

	FY10	FY11	FY12*	FY13	FY14	Proj FY15
General Periodical/K-12 Reference	12,562,767	11,374,086	42,526,497	69,396,105	85,192,526	80,932,900
Newspaper	425,978	490,834	450,008	352,531	0	0

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

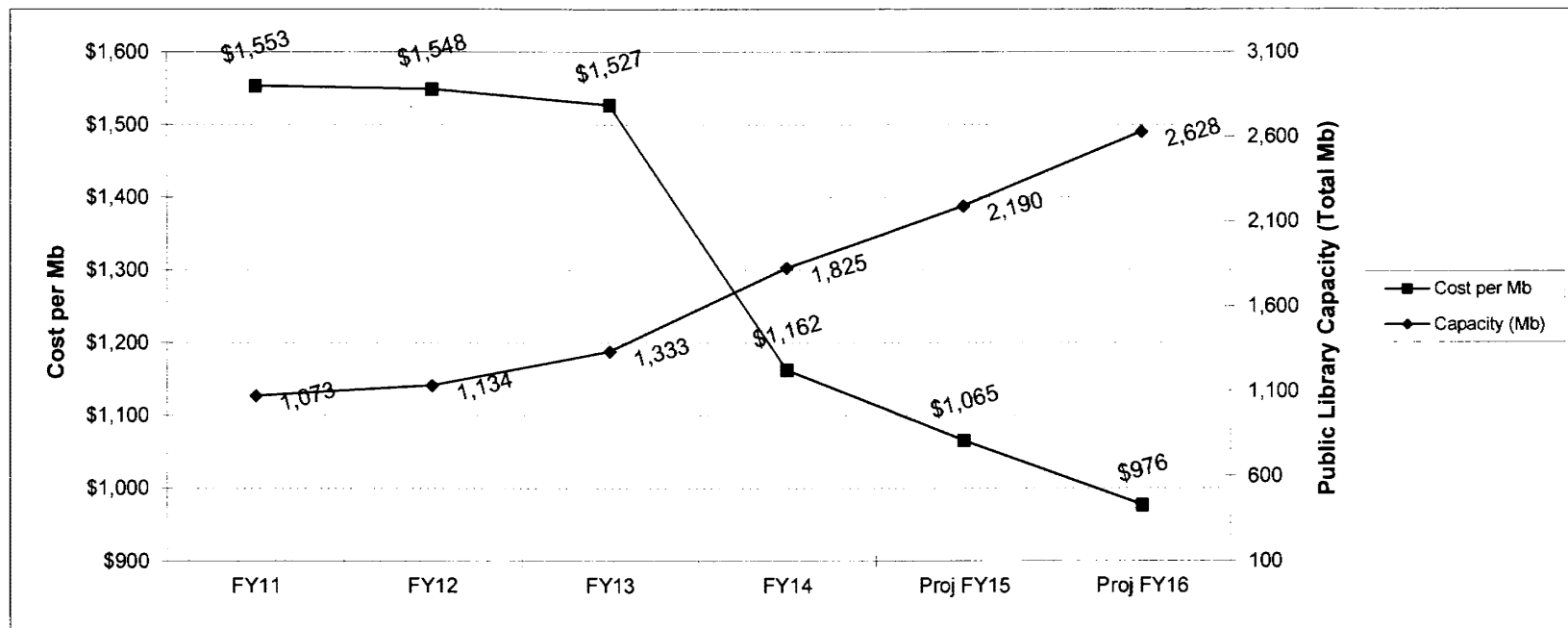
**Program is found in the following core budget(s):** REAL Program

### 7b. Provide an efficiency measure.

#### Demand Growth and Cost Efficiency: Capacity and Cost per Mb

The demand for Internet connectivity at public libraries continues to grow. Additional workstations and greater use of electronic resources and communications by library patrons and staff continue to push demands for capacity higher.

By leveraging collective purchasing power, per Mb costs are lower than if each library district were to negotiate individually. In addition, the continual pursuit of additional connectivity savings has allowed REAL to meet the continuing demand for additional capacity with existing resources.



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

**Program is found in the following core budget(s):** REAL Program

**7c. Provide the number of clients/individuals served, if applicable.**

	FY 2010 <sup>1</sup>	FY 2011 <sup>2</sup>	FY 2012	FY 2013 <sup>3</sup>	FY 2014 <sup>4</sup>	Projected FY 2015 <sup>5</sup>	Projected FY 2016
Number of libraries participating	135	134	134	135	132	112	112
Total eligible	148	147	146	147	146	146	146
Percent of eligible library districts	91.2%	91.2%	91.8%	91.8%	90.4%	76.8%	76.8%

<sup>1</sup> In FY10, Advance Community Library, Conran Memorial, and Fisk were new members. Morgan County Library cancelled membership in FY10.

<sup>2</sup> In FY11, Webb City cancelled membership.

<sup>3</sup> In FY13, Bonne Terre Memorial Library cancelled membership; Caldwell County and Rolla Public libraries joined as new members.

<sup>4</sup> In FY14, McDonald County cancelled all services. Fisk Community Library was no longer eligible for the REAL Program and Jackson Public Library merged with a regional system.

<sup>5</sup> Due to the FY15 REAL funding withhold announced 6/24/14, estimate a 15% reduction in libraries served in FY15.

**7d. Provide a customer satisfaction measure, if available.**

All members contacting technical support for assistance receive an electronic satisfaction survey following the resolution of their issues. This survey asks the member to rate performance in five areas: staff knowledge, effectiveness of solution, timeliness of resolution, staff communication skills, and courteous service. The data shown below is averaged across all public library members, types of assistance, and areas of performance.

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	Projected FY 2015	Projected FY 2016
Percent satisfied with help desk service	96.5%	97.1%	98.0%	99.0%	98.0%	98.0%	98.0%

# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>FEDERAL AID FOR PUBLIC LIBRAR</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
SEC OF STATE-FEDERAL FUNDS	454,902	0.00	831,508	0.00	831,508	0.00	0	0.00
TOTAL - EE	454,902	0.00	831,508	0.00	831,508	0.00	0	0.00
PROGRAM-SPECIFIC								
SEC OF STATE-FEDERAL FUNDS	1,946,828	0.00	3,293,492	0.00	3,293,492	0.00	0	0.00
TOTAL - PD	1,946,828	0.00	3,293,492	0.00	3,293,492	0.00	0	0.00
<b>TOTAL</b>	<b>2,401,730</b>	<b>0.00</b>	<b>4,125,000</b>	<b>0.00</b>	<b>4,125,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$2,401,730</b>	<b>0.00</b>	<b>\$4,125,000</b>	<b>0.00</b>	<b>\$4,125,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

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# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23722C
<b>Division</b>	Library Services		
<b>Core -</b>	Federal Aid to Public Libraries		

## 1. CORE FINANCIAL SUMMARY

	FY 2016 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	831,508	0	831,508
PSD	0	3,293,492	0	3,293,492
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>4,125,000</b>	<b>0</b>	<b>4,125,000</b>

FTE 0.00 0.00 0.00 0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2016 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0		0	0
PSD	0		0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

FTE 0.00 0.00 0.00 0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

The purpose of the Library Services and Technology Act Fund (LSTA) is to stimulate excellence and promote access to learning and information resources in all types of libraries and for individuals of all ages. Libraries have identified needs to make increased use of technology and train staff and library users in its effective use. This implements the Missouri State Library's long-range plan to use federal funds to develop stronger library services.

## 3. PROGRAM LISTING (list programs included in this core funding)

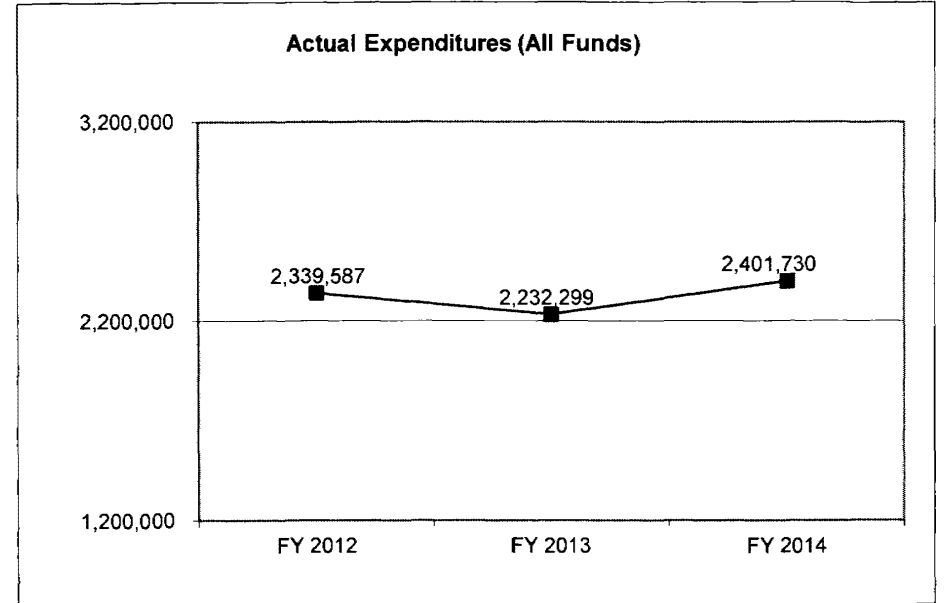
Federal Aid for Public Libraries

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23722C
<b>Division</b>	Library Services		
<b>Core -</b>	Federal Aid to Public Libraries		

**4. FINANCIAL HISTORY**

	<b>FY 2012 Actual</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Current Yr.</b>
Appropriation (All Funds)	2,750,000	2,750,000	4,125,000	4,125,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	2,750,000	2,750,000	4,125,000	N/A
Actual Expenditures (All Funds)	2,339,587	2,232,299	2,401,730	N/A
Unexpended (All Funds)	410,413	517,701	1,723,270	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	410,413	517,701	1,723,270	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

**NOTES:**

LSTA funds may be spent over a two year period. Sufficient appropriation authority is needed to allow for fund management during periods when funds are encumbered from two grant allocations.

**CORE RECONCILIATION DETAIL**

SECRETARY OF STATE  
FEDERAL AID FOR PUBLIC LIBRAR

**5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	EE	0.00	0	831,508	0	831,508	
	PD	0.00	0	3,293,492	0	3,293,492	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>4,125,000</b>	<b>0</b>	<b>4,125,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	831,508	0	831,508	
	PD	0.00	0	3,293,492	0	3,293,492	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>4,125,000</b>	<b>0</b>	<b>4,125,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	831,508	0	831,508	
	PD	0.00	0	3,293,492	0	3,293,492	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>4,125,000</b>	<b>0</b>	<b>4,125,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>FEDERAL AID FOR PUBLIC LIBRAR</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	10,650	0.00	12,000	0.00	12,000	0.00	0	0.00
TRAVEL, OUT-OF-STATE	0	0.00	1	0.00	1	0.00	0	0.00
SUPPLIES	8,771	0.00	38,000	0.00	38,000	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	2,400	0.00	45,000	0.00	45,000	0.00	0	0.00
COMMUNICATION SERV & SUPP	0	0.00	1	0.00	1	0.00	0	0.00
PROFESSIONAL SERVICES	411,102	0.00	724,299	0.00	724,299	0.00	0	0.00
M&R SERVICES	14,447	0.00	1	0.00	1	0.00	0	0.00
COMPUTER EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
MOTORIZED EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
OFFICE EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
OTHER EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1	0.00	1	0.00	0	0.00
BUILDING LEASE PAYMENTS	0	0.00	1,000	0.00	1,000	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	1,201	0.00	1,201	0.00	0	0.00
MISCELLANEOUS EXPENSES	7,532	0.00	10,000	0.00	10,000	0.00	0	0.00
<b>TOTAL - EE</b>	<b>454,902</b>	<b>0.00</b>	<b>831,508</b>	<b>0.00</b>	<b>831,508</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	1,946,828	0.00	3,293,491	0.00	3,293,491	0.00	0	0.00
REFUNDS	0	0.00	1	0.00	1	0.00	0	0.00
<b>TOTAL - PD</b>	<b>1,946,828</b>	<b>0.00</b>	<b>3,293,492</b>	<b>0.00</b>	<b>3,293,492</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$2,401,730</b>	<b>0.00</b>	<b>\$4,125,000</b>	<b>0.00</b>	<b>\$4,125,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>								
	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>		<b>0.00</b>
<b>FEDERAL FUNDS</b>								
	<b>\$2,401,730</b>	<b>0.00</b>	<b>\$4,125,000</b>	<b>0.00</b>	<b>\$4,125,000</b>	<b>0.00</b>		<b>0.00</b>
<b>OTHER FUNDS</b>								
	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>		<b>0.00</b>

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

**Program is found in the following core budget(s):** Federal Aid for Public Libraries

**1. What does this program do?**

The purpose of the Library Services and Technology Act Fund (LSTA) is to stimulate excellence and promote access to learning and information resources in all types of libraries and for individuals of all ages, including targeted populations. The Missouri State Library is the State Library Administrative Agency for LSTA funds awarded annually to Missouri. Based on needs identified by Missouri libraries and a formal evaluation of the 2008-2012 State Five Year Plan, approved by the Institute for Museum and Library Services (IMLS), the federal agency which administers the LSTA funds, the Missouri State Library developed a Five Year Plan for 2013-2017. As required, the Plan was approved by the Institute for Museum and Library Services.

To implement the 2013-2017 Five Year Plan, the Missouri State Library developed programs to :

1. Build and sustain information resources
2. Target library and information services
3. Strengthen the library workforce

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Library Services and Technology Act; Public Law 104-208 as amended.

**3. Are there federal matching requirements? If yes, please explain.**

Yes, states must provide a 34% match in general revenue funding. States are also required to maintain their level of effort of expenditures for libraries purposes, as calculated over a 3-year average.

**4. Is this a federally mandated program? If yes, please explain.**

All states receive funds under The Museum and Library Services Act of 2003. Funds are calculated by formula under the law and reserved to the states.

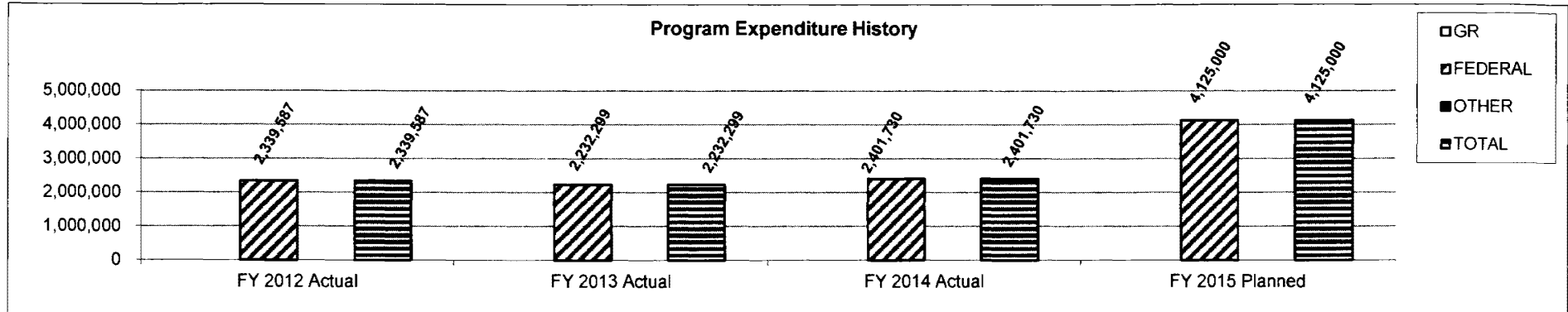
## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

**Program is found in the following core budget(s):** Federal Aid for Public Libraries

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

**7a. Provide an effectiveness measure.**

All grant applications require detailed evaluation plans. For state FY14, 156 of 167 grant applications were awarded LSTA funding. This indicates most libraries submitting applications were able to follow grant guidelines and propose projects that met requirements for appropriate use of funds in their communities. Grantees are required to report impact of their individual projects, and describe how services are improved through acquisition of up-to-date technology, or programs to reach populations with difficulty using libraries due to transportation or other barriers. The LSTA 2008-2012 plan evaluation showed 72% of public libraries consider LSTA-funded opportunities as Very Important or Critical in being able to serve clients well.

**7b. Provide an efficiency measure.**

New project managers and others needing to be updated on grant guidelines participated in training sessions to increase their understanding of requirements for grant management. Libraries participating in training exhibit better compliance with reporting deadlines and providing information needed to document grant activity. Survey results from the LSTA FY2008-2012 evaluation show that staff feel well supported in the application process, with 84% rating the guidance provided as very good or excellent.

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

**Program is found in the following core budget(s):** Federal Aid for Public Libraries

**7c. Provide the number of clients/individuals served, if applicable.**

Number and grant award amounts of local library projects.

Local Library Project Grants  
Amount Awarded

FY2011	FY2012	FY2013	FY2014
132	140	205	156
\$1,432,390	\$963,660	\$1,234,504	\$1,619,121

**7d. Provide a customer satisfaction measure, if available.**

Library staff give consistently high ratings to training provided, whether in person or online.

Surveys results from the LSTA FY2008-2012 evaluation show that CE training events are perceived by most participants as being an effective tool for increasing understanding of new library practices and procedures. Furthermore, most participants report sharing information with other staff and applying what they have learned to programming and services.

# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>LIBRARY NETWORKING FUND</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
LIBRARY NETWORKING FUND	1,363	0.00	25,001	0.00	25,001	0.00	0	0.00
TOTAL - EE	1,363	0.00	25,001	0.00	25,001	0.00	0	0.00
PROGRAM-SPECIFIC								
LIBRARY NETWORKING FUND	804,005	0.00	874,999	0.00	874,999	0.00	0	0.00
TOTAL - PD	804,005	0.00	874,999	0.00	874,999	0.00	0	0.00
<b>TOTAL</b>	<b>805,368</b>	<b>0.00</b>	<b>900,000</b>	<b>0.00</b>	<b>900,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>Library Networking Fund Inc - 1231004</b>								
PROGRAM-SPECIFIC								
LIBRARY NETWORKING FUND	0	0.00	0	0.00	3,070,000	0.00	0	0.00
TOTAL - PD	0	0.00	0	0.00	3,070,000	0.00	0	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>3,070,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$805,368</b>	<b>0.00</b>	<b>\$900,000</b>	<b>0.00</b>	<b>\$3,970,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

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# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23727C
<b>Division</b>	Library Services		
<b>Core -</b>	Library Networking Fund		

## 1. CORE FINANCIAL SUMMARY

	FY 2016 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	25,001	25,001
PSD	0	0	874,999	874,999
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>900,000</b>	<b>900,000</b>

FTE 0.00 0.00 0.00 0.00

**Est. Fringe** 0 0 0 0

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Library Networking Fund (0822)

	FY 2016 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

FTE 0.00 0.00 0.00 0.00

**Est. Fringe** 0 0 0 0

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

Ten percent of the estimated revenues of the income tax on out-of-state athletes and entertainers shall be transferred to the Library Networking Fund for distribution to public libraries for purchase of library materials to meet Missouri citizens' needs for accurate and reliable information (143.183 RSMo). Gifts, contributions, or bequests from federal, private, or other sources may also be deposited to the Library Networking Fund (182.812 RSMo) and used according to the purposes of the gift. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

## 3. PROGRAM LISTING (list programs included in this core funding)

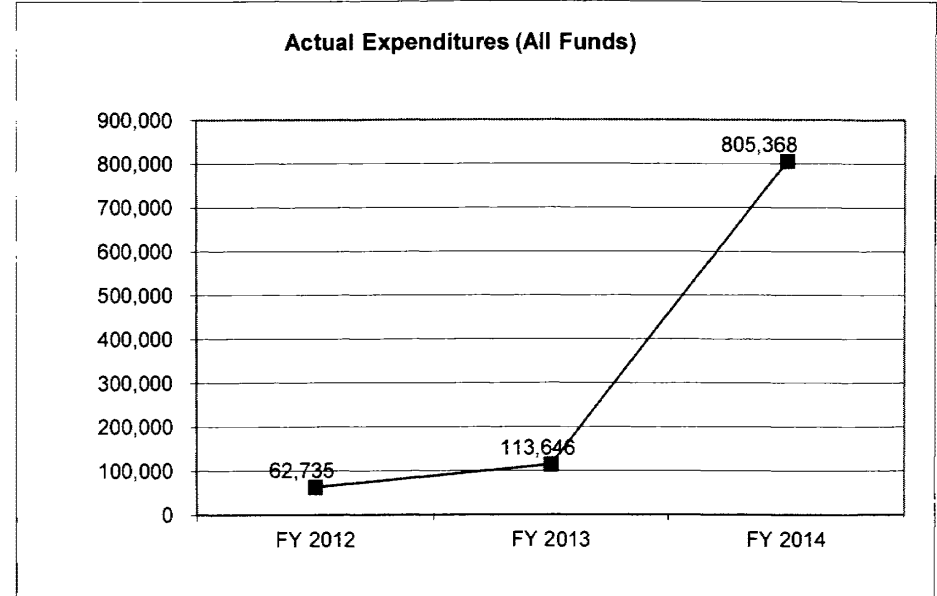
Library Networking Fund

# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23727C
<b>Division</b>	Library Services		
<b>Core -</b>	Library Networking Fund		

## 4. FINANCIAL HISTORY

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Current Yr.
Appropriation (All Funds)	450,000	1,600,000	2,300,000	900,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	450,000	1,600,000	2,300,000	N/A
Actual Expenditures (All Funds)	62,735	113,646	805,368	N/A
Unexpended (All Funds)	387,265	1,486,354	1,494,632	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	387,265	1,486,354	1,494,632	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

### NOTES:

New Decision Item Requests are completed each fiscal year for 10% of estimated A & E tax collections, for both the Library Networking Fund and the Transfer into the Library Networking Fund. Payments are made to assist public libraries to the extent of the appropriated amount and accrued interest.

# CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
LIBRARY NETWORKING FUND

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	0	0	25,001	25,001	
	PD	0.00	0	0	874,999	874,999	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>900,000</b>	<b>900,000</b>	
DEPARTMENT CORE REQUEST							
	EE	0.00	0	0	25,001	25,001	
	PD	0.00	0	0	874,999	874,999	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>900,000</b>	<b>900,000</b>	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	0	0	25,001	25,001	
	PD	0.00	0	0	874,999	874,999	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>900,000</b>	<b>900,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>LIBRARY NETWORKING FUND</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	0	0.00	1,500	0.00	1,500	0.00	0	0.00
TRAVEL, OUT-OF-STATE	1,363	0.00	1,500	0.00	1,500	0.00	0	0.00
SUPPLIES	0	0.00	1,501	0.00	1,501	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	0	0.00	1,500	0.00	1,500	0.00	0	0.00
COMMUNICATION SERV & SUPP	0	0.00	1,500	0.00	1,500	0.00	0	0.00
PROFESSIONAL SERVICES	0	0.00	1,500	0.00	1,500	0.00	0	0.00
M&R SERVICES	0	0.00	1,500	0.00	1,500	0.00	0	0.00
COMPUTER EQUIPMENT	0	0.00	1,500	0.00	1,500	0.00	0	0.00
MOTORIZED EQUIPMENT	0	0.00	1,500	0.00	1,500	0.00	0	0.00
OFFICE EQUIPMENT	0	0.00	1,500	0.00	1,500	0.00	0	0.00
OTHER EQUIPMENT	0	0.00	1,500	0.00	1,500	0.00	0	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1,500	0.00	1,500	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	1,500	0.00	1,500	0.00	0	0.00
MISCELLANEOUS EXPENSES	0	0.00	5,500	0.00	5,500	0.00	0	0.00
<b>TOTAL - EE</b>	<b>1,363</b>	<b>0.00</b>	<b>25,001</b>	<b>0.00</b>	<b>25,001</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	804,005	0.00	874,999	0.00	874,999	0.00	0	0.00
<b>TOTAL - PD</b>	<b>804,005</b>	<b>0.00</b>	<b>874,999</b>	<b>0.00</b>	<b>874,999</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$805,368</b>	<b>0.00</b>	<b>\$900,000</b>	<b>0.00</b>	<b>\$900,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>		<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>		<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$805,368</b>	<b>0.00</b>	<b>\$900,000</b>	<b>0.00</b>	<b>\$900,000</b>	<b>0.00</b>		<b>0.00</b>

PROGRAM DESCRIPTION																										
<b>Department:</b> Secretary of State, Library Services																										
<b>Program Name:</b> Library Networking Fund																										
<b>Program is found in the following core budget(s):</b> Library Networking Fund																										
<p><b>1. What does this program do?</b></p> <p>This program provides funds to Missouri public libraries for books in any format, audio, video, and other information materials to meet citizens' needs for learning and authoritative information. In fields where information changes rapidly, such as health, sciences, business, and consumer information, new items must be purchased regularly to avoid incorrect and sometimes harmful information. Families need interesting, well-written, attractive materials to develop children's interest in reading and learning, whether or not they can afford to purchase them. Reading aloud to young children has been found to be a major factor in school readiness and later reading achievement. Students and adults find accurate, reliable information in their local libraries. Information in rapidly changing fields such as health and consumer information is accessed to make informed decisions, search for jobs, plan career changes, and inform themselves as citizens. In accordance with 143.183 RSMo, ten percent of the annual estimate of taxes generated from the nonresident entertainer and professional athlete income tax is to be allocated and transferred to the Library Networking Fund for distribution to public libraries. In addition, gifts, contributions, grants and bequests from federal, private, or other sources may also be deposited to the Library Networking Fund and used according to the purpose of the gift or grant. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.</p> <p><b>2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)</b></p> <p>Sections 143.183 RSMo (professional athletes and entertainers income tax), 182.812 RSMo (Library Networking Fund) and 181.021 RSMo (State Library)</p> <p><b>3. Are there federal matching requirements? If yes, please explain.</b></p> <p>No</p> <p><b>4. Is this a federally mandated program? If yes, please explain.</b></p> <p>No</p> <p><b>5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.</b></p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: center;"><b>Program Expenditure History</b></p> <table border="1" style="width: 100%; margin-top: 10px; border-collapse: collapse;"> <caption>Program Expenditure History Data</caption> <thead> <tr> <th>Fiscal Year</th> <th>GR</th> <th>FEDERAL</th> <th>OTHER</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>FY 2012 Actual</td> <td>62,735</td> <td>0</td> <td>0</td> <td>62,735</td> </tr> <tr> <td>FY 2013 Actual</td> <td>113,646</td> <td>0</td> <td>0</td> <td>113,646</td> </tr> <tr> <td>FY 2014 Actual</td> <td>805,368</td> <td>0</td> <td>0</td> <td>805,368</td> </tr> <tr> <td>FY 2015 Planned</td> <td>900,000</td> <td>0</td> <td>0</td> <td>900,000</td> </tr> </tbody> </table> </div>		Fiscal Year	GR	FEDERAL	OTHER	TOTAL	FY 2012 Actual	62,735	0	0	62,735	FY 2013 Actual	113,646	0	0	113,646	FY 2014 Actual	805,368	0	0	805,368	FY 2015 Planned	900,000	0	0	900,000
Fiscal Year	GR	FEDERAL	OTHER	TOTAL																						
FY 2012 Actual	62,735	0	0	62,735																						
FY 2013 Actual	113,646	0	0	113,646																						
FY 2014 Actual	805,368	0	0	805,368																						
FY 2015 Planned	900,000	0	0	900,000																						

PROGRAM DESCRIPTION				
<b>Department: Secretary of State, Library Services</b>				
<b>Program Name: Library Networking Fund</b>				
<b>Program is found in the following core budget(s): Library Networking Fund</b>				
<b>6. What are the sources of the "Other " funds?</b>				
<p>Private donations and grants</p>				
<b>7a. Provide an effectiveness measure.</b>				
<p>The payments to public libraries from the Non-Resident Athletes and Entertainers Income Tax fund allows more public libraries to meet the standards for size of collection as determined in the Missouri Public Library Standards.</p>				
<b>7b. Provide an efficiency measure.</b>				
<p>Research studies show that children and teens who read over the summer months suffer less learning loss. These funds allow libraries to boost the availability of appealing reading materials for youth.</p>				
<b>7c. Provide the number of clients/individuals served, if applicable.</b>				
	<b>2011 (FY12)   2012 (FY13)   2013 (FY14)</b>			
Eligible library districts, per FY	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 33%;">163</td> <td style="width: 33%;">164</td> <td style="width: 33%;">165</td> </tr> </table>	163	164	165
163	164	165		
Population of library districts	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 33%;">5,455,641</td> <td style="width: 33%;">5,450,526</td> <td style="width: 33%;">5,470,525</td> </tr> </table>	5,455,641	5,450,526	5,470,525
5,455,641	5,450,526	5,470,525		
Total materials circulated, per statistical report	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 33%;">54,194,171</td> <td style="width: 33%;">54,366,156</td> <td style="width: 33%;">56,141,122</td> </tr> </table>	54,194,171	54,366,156	56,141,122
54,194,171	54,366,156	56,141,122		
Materials circulated per person	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 33%;">9.9</td> <td style="width: 33%;">9.974</td> <td style="width: 33%;">10.260</td> </tr> </table>	9.9	9.974	10.260
9.9	9.974	10.260		
<b>7d. Provide a customer satisfaction measure, if available.</b>				
<p>Individual libraries survey their uses on satisfaction with services provided.</p>				

# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>LIBRARY NETWORKING-TRANSFER</b>								
<b>CORE</b>								
FUND TRANSFERS								
GENERAL REVENUE	800,000	0.00	800,000	0.00	800,000	0.00	0	0.00
TOTAL - TRF	800,000	0.00	800,000	0.00	800,000	0.00	0	0.00
<b>TOTAL</b>	<b>800,000</b>	<b>0.00</b>	<b>800,000</b>	<b>0.00</b>	<b>800,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>Lib Network Fund Transfer Incr - 1231003</b>								
FUND TRANSFERS								
GENERAL REVENUE	0	0.00	0	0.00	3,070,000	0.00	0	0.00
TOTAL - TRF	0	0.00	0	0.00	3,070,000	0.00	0	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>3,070,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$800,000</b>	<b>0.00</b>	<b>\$800,000</b>	<b>0.00</b>	<b>\$3,870,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

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# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23727C
<b>Division</b>	Library Services		
<b>Core -</b>	Library Networking Fund Transfer		

## 1. CORE FINANCIAL SUMMARY

	FY 2016 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	800,000	0	0	800,000
<b>Total</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>800,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2016 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

Ten percent of the estimated revenues of the income tax on out-of-state athletes and entertainers shall be transferred to the Library Networking Fund for distribution to public libraries for purchase of library materials to meet Missouri citizens' needs for accurate and reliable information (143.183 RSMo). Gifts, contributions, or bequests from federal, private, or other sources may also be deposited to the Library Networking Fund (182.812 RSMo) and used according to the purposes of the gift. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

## 3. PROGRAM LISTING (list programs included in this core funding)

Library Networking Fund

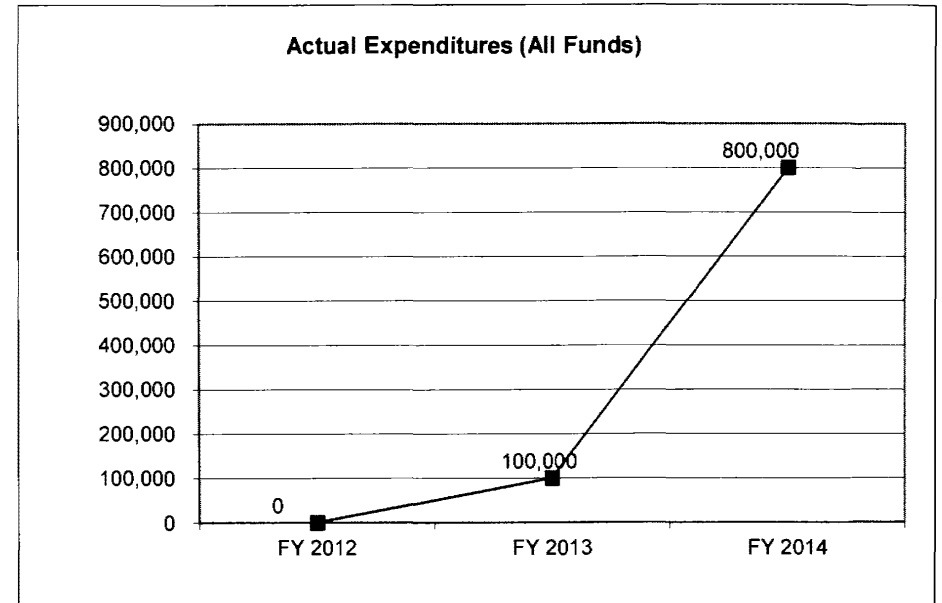


# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23727C
<b>Division</b>	Library Services		
<b>Core -</b>	Library Networking Fund Transfer		

## 4. FINANCIAL HISTORY

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Current Yr.
Appropriation (All Funds)	0	100,000	800,000	800,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0		0	N/A
Budget Authority (All Funds)	0	100,000	800,000	N/A
Actual Expenditures (All Funds)	0	100,000	800,000	N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

### NOTES:

New Decision requests, for 10% of estimated A & E tax collections, were not funded in FY11 and FY12. An NDI for \$3,141,000 was requested in FY13. \$100,000 was appropriated and used to aid public libraries. An NDI for \$3,239,000 was requested in FY14. \$800,000 was appropriated and used to aid public libraries.

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
LIBRARY NETWORKING-TRANSFER

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	TRF	0.00	800,000	0	0	800,000	
	<b>Total</b>	<b>0.00</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>800,000</b>	
DEPARTMENT CORE REQUEST							
	TRF	0.00	800,000	0	0	800,000	
	<b>Total</b>	<b>0.00</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>800,000</b>	
GOVERNOR'S RECOMMENDED CORE							
	TRF	0.00	800,000	0	0	800,000	
	<b>Total</b>	<b>0.00</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>800,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
LIBRARY NETWORKING-TRANSFER								
CORE								
TRANSFERS OUT	800,000	0.00	800,000	0.00	800,000	0.00	0	0.00
TOTAL - TRF	800,000	0.00	800,000	0.00	800,000	0.00	0	0.00
GRAND TOTAL	\$800,000	0.00	\$800,000	0.00	\$800,000	0.00	\$0	0.00
GENERAL REVENUE	\$800,000	0.00	\$800,000	0.00	\$800,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Networking Fund Transfer

**Program is found in the following core budget(s):** Library Networking Fund Transfer

### 1. What does this program do?

State statute (143.183 RSMo) requires the transfer of ten percent of the estimated revenues generated by the income tax on out-of-state athletes and entertainers to the Library Networking Fund for distribution to public libraries for purchase of library materials, adding to the funding used to meet Missourians' need for accurate and reliable information from libraries. In addition to this transfer, monies received from gifts, contributions, grants or bequests from federal, private or other sources may also be deposited to the Library Networking Fund (RSMo182.812) and used according to the purposes of the gift or grant. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Sections 143.183 RSMo (professional athletes and entertainers income tax), 182.812 RSMo (Library Networking Fund) and 181.021 RSMo (State Library)

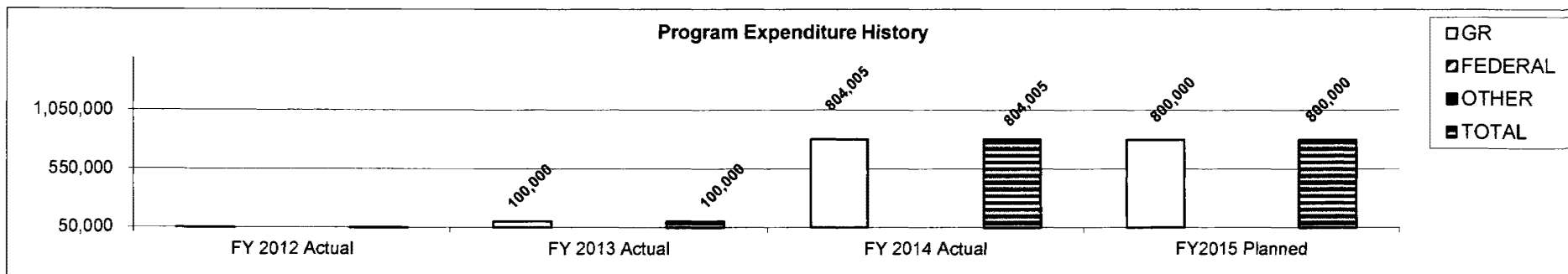
### 3. Are there federal matching requirements? If yes, please explain.

No

### 4. Is this a federally mandated program? If yes, please explain.

No

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Networking Fund Transfer

**Program is found in the following core budget(s):** Library Networking Fund Transfer

**6. What are the sources of the "Other " funds?**

**7a. Provide an effectiveness measure.**

The payments to public libraries from the Non-Resident Athletes and Entertainers Income Tax fund allows more public libraries to meet the standards for size of collection as determined in the Missouri Public Library Standards.

**7b. Provide an efficiency measure.**

Research studies show that children and teens who read over the summer months suffer less learning loss. These funds allow libraries to boost the availability of appealing reading materials for youth.

**7c. Provide the number of clients/individuals served, if applicable.**

	2011	2012	2013
Eligible library districts	163	165	165
Population	5,455,641	5,450,526	5,470,525
Materials circulated	54,194,171	54,366,156	56,141,122
per capita	9.9	9.974	10.26

**7d. Provide a customer satisfaction measure, if available.**

**NEW DECISION ITEM**  
**RANK: 8 OF 9**

<b>Department:</b> Missouri State Library	<b>Budget Unit</b> 3520
<b>Division:</b> Library Development	
<b>DI Name:</b> Library Networking Fund Increase	<b>DI#</b> 1231004

**1. AMOUNT OF REQUEST**

	FY 2016 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	3,070,000	3,070,000
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>3,070,000</b>	<b>3,070,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Library Networking

	FY 2016 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input checked="" type="checkbox"/> Other: Restoration of Statutory Program	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

State statute (143.183 RSMo), requires the transfer of 10% of the estimated revenues generated by the income tax on out-of-state athletes and entertainers to the Library Networking Fund for distribution to public libraries for purchase of accurate and reliable library materials to meet Missourian's research and information needs . In addition, gifts, grants, contributions, or bequests from federal, private, or other sources may also be deposited to the Library Networking Fund (RSMo182.812) and used according to the purposes of the gift or grant. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

**NEW DECISION ITEM**  
**RANK: 8 OF 9**

<b>Department:</b> Missouri State Library	<b>Budget Unit</b> 3520
<b>Division:</b> Library Development	
<b>DI Name:</b> Library Networking Fund Increase	<b>DI#</b> 1231004

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

Each year the Dept. of Revenue is required to estimate the amount of revenue generated by the income tax on out-of-state athletes and entertainers. The increase requested is based on the FY16 estimated receipts from the tax on nonresidents out-of-state athletes and entertainers as reported by the Office of Administration. This request includes the restoration of the \$180,000 increase in funds appropriated for FY15, but vetoed from the appropriation.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
							0	0.0	
							0	0.0	
<b>Total PS</b>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>
							0		
							0		
<b>Total EE</b>	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>
Program Distributions BOBC 800					3,070,000		3,070,000		
<b>Total PSD</b>	<u>0</u>		<u>0</u>		<u>3,070,000</u>		<u>3,070,000</u>		<u>0</u>
Transfers									
<b>Total TRF</b>	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>
<b>Grand Total</b>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>3,070,000</u>	<u>0.0</u>	<u>3,070,000</u>	<u>0.0</u>	<u>0</u>

**NEW DECISION ITEM**

RANK: 8 OF 9

<b>Department: Missouri State Library</b>		<b>Budget Unit</b> <u>3520</u>							
<b>Division: Library Development</b>									
<b>DI Name: Library Networking Fund Increase</b>		<b>DI# 1231004</b>							
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
							0	0.0	
							0	0.0	
<b>Total PS</b>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>
							0		
							0		
							0		
<b>Total EE</b>	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>
Program Distributions BOBC 800					0		0		
<b>Total PSD</b>	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>
Transfers									
<b>Total TRF</b>	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>
<b>Grand Total</b>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>



**NEW DECISION ITEM**  
**RANK: 8 OF 9**

<b>Department:</b> Missouri State Library	<b>Budget Unit</b> 3520
<b>Division:</b> Library Development	
<b>DI Name:</b> Library Networking Fund Increase	<b>DI#</b> 1231004

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

Payments made to public libraries from the Non-Resident Athletes and Entertainers income Tax fund will allow more public libraries to meet the standards for size of collection as determined in the Missouri Public Library Standards.

**6b. Provide an efficiency measure.**

Number of books and materials added to library collections based on average cost of \$33 per item

	2011	2012	2013	2014	2015
Fund	\$0	\$0	\$100,000	\$800,000	\$800,000
No. of books	0	0	3,030	24,242	24,242

**6c. Provide the number of clients/individuals served, if applicable.**

5,470,525 residents of Missouri's 165 library districts.

**6d. Provide a customer satisfaction measure, if available.**

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

Materials expenditures are tracked and will be used in comparison with historical data to gauge collection growth and compliance with the Missouri Public Library Standards.

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>LIBRARY NETWORKING FUND</b>								
Library Networking Fund Inc - 1231004								
PROGRAM DISTRIBUTIONS	0	0.00	0	0.00	3,070,000	0.00	0	0.00
TOTAL - PD	0	0.00	0	0.00	3,070,000	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$3,070,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$3,070,000	0.00		0.00

**NEW DECISION ITEM**  
**RANK: 9 OF 9**

<b>Department:</b> Missouri State Library	<b>Budget Unit</b> 23728C
<b>Division:</b> Library Development	
<b>DI Name:</b> Library Networking Fund Transfer Increase <b>DI#:</b> 1231003	

**1. AMOUNT OF REQUEST**

	FY 2016 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	3,070,000	0	0	3,070,000
<b>Total</b>	<b>3,070,000</b>	<b>0</b>	<b>0</b>	<b>3,070,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:     Library Networking

	FY 2016 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input checked="" type="checkbox"/> Other: Restoration of Statutory Program	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

State statute (143.183 RSMo), requires the transfer of 10% of the estimated revenues generated by the income tax on out-of-state athletes and entertainers to the Library Networking Fund for distribution to public libraries for purchase of library materials to meet Missouri citizen needs for accurate and reliable information. In addition, gifts, grants, contributions, or bequests from federal, private, or other sources may also be deposited to the Library Networking Fund (RSMo182.812) and used according to the purposes of the gift or grant. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

The increase requested is due to the increase in FY16 estimated receipts from the tax on nonresidents out-of-state athletes and entertainers.

<b>Department:</b> Missouri State Library	<b>Budget Unit</b> 23728C																																																																																																																								
<b>Division:</b> Library Development																																																																																																																									
<b>DI Name:</b> Library Networking Fund Transfer Increase	<b>DI#:</b> 1231003																																																																																																																								
<p><b>4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)</b></p> <p>Each year the Dept. of Revenue is required to estimate the amount of revenue generated by the income tax on out-of-state athletes and entertainers. The increase requested is due to estimated receipts from the tax on nonresidents out-of-state athletes and entertainers.</p>																																																																																																																									
<p><b>5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Budget Object Class/Job Class</th> <th style="text-align: center;">Dept Req GR DOLLARS</th> <th style="text-align: center;">Dept Req GR FTE</th> <th style="text-align: center;">Dept Req FED DOLLARS</th> <th style="text-align: center;">Dept Req FED FTE</th> <th style="text-align: center;">Dept Req OTHER DOLLARS</th> <th style="text-align: center;">Dept Req OTHER FTE</th> <th style="text-align: center;">Dept Req TOTAL DOLLARS</th> <th style="text-align: center;">Dept Req TOTAL FTE</th> <th style="text-align: center;">Dept Req One-Time DOLLARS</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">0</td> <td style="text-align: right;">0.0</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">0</td> <td style="text-align: right;">0.0</td> <td></td> </tr> <tr> <td><b>Total PS</b></td> <td style="text-align: right;">0</td> <td style="text-align: right;">0.0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0.0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0.0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0.0</td> <td style="text-align: right;">0</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">0</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">0</td> <td></td> <td></td> </tr> <tr> <td><b>Total EE</b></td> <td style="text-align: right;">0</td> <td></td> <td style="text-align: right;">0</td> <td></td> <td style="text-align: right;">0</td> <td></td> <td style="text-align: right;">0</td> <td></td> <td style="text-align: right;">0</td> </tr> <tr> <td>Program Distributions BOBC 800</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">0</td> <td></td> <td style="text-align: right;">0</td> <td></td> <td></td> </tr> <tr> <td><b>Total PSD</b></td> <td style="text-align: right;">0</td> <td></td> <td style="text-align: right;">0</td> <td></td> <td style="text-align: right;">0</td> <td></td> <td style="text-align: right;">0</td> <td></td> <td style="text-align: right;">0</td> </tr> <tr> <td>Transfers</td> <td style="text-align: right;">3,070,000</td> <td></td> <td></td> <td></td> <td style="text-align: right;">0</td> <td></td> <td style="text-align: right;">3,070,000</td> <td></td> <td></td> </tr> <tr> <td><b>Total TRF</b></td> <td style="text-align: right;">3,070,000</td> <td></td> <td style="text-align: right;">0</td> <td></td> <td style="text-align: right;">0</td> <td></td> <td style="text-align: right;">3,070,000</td> <td></td> <td style="text-align: right;">0</td> </tr> <tr> <td><b>Grand Total</b></td> <td style="text-align: right;">3,070,000</td> <td style="text-align: right;">0.0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0.0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0.0</td> <td style="text-align: right;">3,070,000</td> <td style="text-align: right;">0.0</td> <td style="text-align: right;">0</td> </tr> </tbody> </table>		Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS								0	0.0									0	0.0		<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0	0								0										0			<b>Total EE</b>	0		0		0		0		0	Program Distributions BOBC 800					0		0			<b>Total PSD</b>	0		0		0		0		0	Transfers	3,070,000				0		3,070,000			<b>Total TRF</b>	3,070,000		0		0		3,070,000		0	<b>Grand Total</b>	3,070,000	0.0	0	0.0	0	0.0	3,070,000	0.0	0
Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS																																																																																																																
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<b>Grand Total</b>	3,070,000	0.0	0	0.0	0	0.0	3,070,000	0.0	0																																																																																																																

NEW DECISION ITEM  
RANK: 9 OF 9

Department: <u>Missouri State Library</u>					Budget Unit <u>23728C</u>				
Division: <u>Library Development</u>									
DI Name: <u>Library Networking Fund Transfer Increase</u>					DI#: <u>1231003</u>				
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
							0	0.0	
							0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
							0		
							0		
							0		
Total EE	0		0		0		0		0
					0		0		
Total PSD	0		0		0		0		0
Transfers							0		
Total TRF	0		0		0		0		0
Grand Total	0	0.0	0	0.0	0	0.0	0	0.0	0

**NEW DECISION ITEM**  
**RANK: 9 OF 9**

<b>Department:</b> Missouri State Library	<b>Budget Unit</b> 23728C
<b>Division:</b> Library Development	
<b>DI Name:</b> Library Networking Fund Transfer Increase <b>DI#:</b> 1231003	

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

Payments made to public libraries from the Non-Resident Athletes and Entertainers income Tax fund will allow more public libraries to meet the standards for size of collection as determined in the Missouri Public Library Standards.

**6b. Provide an efficiency measure.**

Number of books and materials added and estimated to library collections based on average cost of \$33 per item

	2011	2012	2013	2014	2015
Fund	\$0	\$0	\$100,000	\$800,000	\$ 800,000
No. of books	0	0	3,030 est.	24,242	24,242

**6c. Provide the number of clients/individuals served, if applicable.**

5,463,748 residents in Missouri's 164 library districts.

**6d. Provide a customer satisfaction measure, if available.**

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

Materials expenditures are tracked and will be used in comparison with historical data to gauge collection growth and compliance with the Missouri Public Library Standards.

# DECISION ITEM DETAIL

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>LIBRARY NETWORKING-TRANSFER</b>								
Lib Network Fund Transfer Incr - 1231003								
TRANSFERS OUT	0	0.00	0	0.00	3,070,000	0.00	0	0.00
TOTAL - TRF	0	0.00	0	0.00	3,070,000	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$3,070,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$3,070,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00





# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	SUPPL DEPT	SUPPL DEPT	*****	*****	*****	*****	SUPPL	SUPPL
Budget Object Summary	REQUEST	REQUEST	SECURED	SECURED	SECURED	SECURED	MONTHS FOR	POSITION
Fund	DOLLAR	FTE	COLUMN	COLUMN	COLUMN	COLUMN		
<b>ELECTION COSTS TRANSFER</b>								
Election Costs Transfer Inc - 2231001								
FUND TRANSFERS								
GENERAL REVENUE	112,100	0.00	0	0.00	0	0.00	0	0.00
TOTAL - TRF	112,100	0.00	0	0.00	0	0.00	0	0.00
TOTAL	112,100	0.00	0	0.00	0	0.00	0	0.00
GRAND TOTAL	\$112,100	0.00	\$0	0.00	\$0	0.00	\$0	0.00

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NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department: Office of the Secretary of State  
Division: Elections  
DI Name: Primary & Recount - Election Cost Transfer DI# 2231001

Budget Unit \_\_\_\_\_

**1. AMOUNT OF REQUEST**

	FY 2016 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	112,100	0	0	112,100
Total	112,100	0	0	112,100
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2016 Governor's Recommendation			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
Total	0	0	0	0
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input checked="" type="checkbox"/> Other: RSMo 115.065 and RSMo 115.077	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

On May 23, 2014, the Governor called a special election to be held on August 5, 2014 for Conference Committee Substitute No. 2 for Senate Substitute for House Committee Substitute for House Joint Resolution Nos. 11 & 7 ("Constitutional Amendment 1"). According to Section 115.063, RSMo, "all costs of special elections involving a statewide candidate or statewide issue and all costs of special elections involving candidates for state senator or state representative shall be paid by the state, except that if a political subdivision or special district holds an election on the same day, the costs shall be shared proportionately by the state and the political subdivisions and special districts affected in the manner provided in section 115.065." These costs are defined by law as those that require an additional out-of-pocket expense by the election authority in conducting an election. After certification of the August 5, 2014, a recount was requested on Constitutional Amendment 1, which was conducted by all local election authorities and resulted in additional election costs related to the special election. These costs were submitted to the the Secretary of State's office by local election authorities and are required to be paid out of the State Election Subsidy Fund, as defined by Section 115.077, RSMo. At this time, the Secretary of State's office requests that the amount be transferred from General Revenue to the State Election Subsidy Fund in order to fulfill this obligation.

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

<b>Department:</b> Office of the Secretary of State	<b>Budget Unit</b> _____
<b>Division:</b> Elections	
<b>DI Name:</b> Primary & Recount - Election Cost Transfer <b>DI#</b> 2231001	

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

The Secretary of State's office determined the costs for all local election authorities based on the costs submitted by local election authorities to the Secretary of State's office. The additional required to cover cost for the reimbursement owed to the local election authorities for the primary is \$13,200 and the additional required to cover cost for the reimbursement owed to the local election authorities for the primary recount for Constitutional Amendment # 1 is \$98,900.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
	0						0	0.0	
							0	0.0	
<b>Total PS</b>	<u>0</u>	0.0	0	0.0	0	0.0	0	0.0	0
							0		
							0		
<b>Total EE</b>	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>
Program Distributions							0		
<b>Total PSD</b>	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>
Transfers	112,100						112,100		112,100
<b>Total TRF</b>	<u>112,100</u>		<u>0</u>		<u>0</u>		<u>112,100</u>		<u>112,100</u>
<b>Grand Total</b>	<u>112,100</u>	0.0	0	0.0	0	0.0	112,100	0.0	112,100

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department: Office of the Secretary of State					Budget Unit _____				
Division: Elections									
DI Name: Primary & Recount - Election Cost Transfer      DI# 2231001									
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
							0	0.0	
							0	0.0	
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0	0
							0		
							0		
							0		
<b>Total EE</b>	0		0		0		0		0
Program Distributions							0		
<b>Total PSD</b>	0		0		0		0		0
Transfers							0		
<b>Total TRF</b>	0		0		0		0		0
<b>Grand Total</b>	0	0.0	0	0.0	0	0.0	0	0.0	0

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department: Office of the Secretary of State  
Division: Elections  
DI Name: Primary & Recount - Election Cost Transfer      DI# 2231001

Budget Unit \_\_\_\_\_

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a.      Provide an effectiveness measure.**

**6b.      Provide an efficiency measure.**

Compliance with 115.077 RSMo.

**6c.      Provide the number of clients/individuals served, if applicable.**

**6d.      Provide a customer satisfaction measure, if available.**

NEW DECISION ITEM

RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department: Office of the Secretary of State Budget Unit \_\_\_\_\_

Division: Elections

DI Name: Primary & Recount - Election Cost Transfer DI# 2231001

7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:

# DECISION ITEM DETAIL

Budget Unit	SUPPL DEPT	SUPPL DEPT	*****	*****	*****	*****	SUPPL	SUPPL
Decision Item	REQUEST	REQUEST	SECURED	SECURED	SECURED	SECURED	MONTHS FOR	POSITION
Budget Object Class	DOLLAR	FTE	COLUMN	COLUMN	COLUMN	COLUMN		
<b>ELECTION COSTS TRANSFER</b>								
Election Costs Transfer Inc - 2231001								
TRANSFERS OUT	112,100	0.00	0	0.00	0	0.00	0	0.00
TOTAL - TRF	112,100	0.00	0	0.00	0	0.00	0	0.00
GRAND TOTAL	\$112,100	0.00	\$0	0.00	\$0	0.00	\$0	0.00
GENERAL REVENUE	\$112,100	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## DECISION ITEM SUMMARY

Budget Unit								
Decision Item	SUPPL DEPT	SUPPL DEPT	*****	*****	*****	*****	SUPPL	SUPPL
Budget Object Summary	REQUEST	REQUEST	SECURED	SECURED	SECURED	SECURED	MONTHS FOR	POSITION
Fund	DOLLAR	FTE	COLUMN	COLUMN	COLUMN	COLUMN		
<b>SPECIAL ELECTION &amp; OTHER COSTS</b>								
Special Election Cost Increase - 2231002								
PROGRAM-SPECIFIC								
STATE ELECTIONS SUBSIDY	112,100	0.00	0	0.00	0	0.00	0	0.00
TOTAL - PD	112,100	0.00	0	0.00	0	0.00	0	0.00
TOTAL	112,100	0.00	0	0.00	0	0.00	0	0.00
GRAND TOTAL	\$112,100	0.00	\$0	0.00	\$0	0.00	\$0	0.00

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**NEW DECISION ITEM**  
**RANK: \_\_\_\_\_ OF \_\_\_\_\_**

**Department: Office of the Secretary of State**  
**Division: Elections**  
**DI Name: Primary & Recount - Special Elections**      **DI# 2231002**

**Budget Unit** \_\_\_\_\_

**1. AMOUNT OF REQUEST**

	FY 2016 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	112,100	112,100
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>112,100</b>	<b>112,100</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:    Election Subsidy Fund

	FY 2016 Governor's Recommendation			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input checked="" type="checkbox"/> Other: <u>RSMo 115.065 and RSMo 115.077</u>	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

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**NEW DECISION ITEM**  
**RANK: \_\_\_\_\_ OF \_\_\_\_\_**

**Department:** Office of the Secretary of State **Budget Unit** \_\_\_\_\_  
**Division:** Elections  
**DI Name:** Primary & Recount - Special Elections **DI#** 2231002

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

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**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
	0								
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0	0
<b>Total EE</b>	0		0		0		0		0
Program Distributions					112,100		112,100		112,100
<b>Total PSD</b>	0		0		112,100		112,100		112,100
Transfers									
<b>Total TRF</b>	0		0		0		0		0
<b>Grand Total</b>	0	0.0	0	0.0	112,100	0.0	112,100	0.0	112,100

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department: Office of the Secretary of State					Budget Unit _____				
Division: Elections									
DI Name: Primary & Recount - Special Elections					DI# 2231002				
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
							0	0.0	
							0	0.0	
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0	0
							0		
							0		
							0		
<b>Total EE</b>	0		0		0		0		0
Program Distributions							0		
<b>Total PSD</b>	0		0		0		0		0
Transfers									
<b>Total TRF</b>	0		0		0		0		0
<b>Grand Total</b>	0	0.0	0	0.0	0	0.0	0	0.0	0

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department: Office of the Secretary of State  
Division: Elections  
DI Name: Primary & Recount - Special Elections DI# 2231002

Budget Unit \_\_\_\_\_

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

**6b. Provide an efficiency measure.**

**6c. Provide the number of clients/individuals served, if applicable.**

**6d. Provide a customer satisfaction measure, if available.**

NEW DECISION ITEM

RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department: Office of the Secretary of State	Budget Unit
Division: Elections	
DI Name: Primary & Recount - Special Elections	DI# 2231002

7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:

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# DECISION ITEM DETAIL

Budget Unit	SUPPL DEPT	SUPPL DEPT	*****	*****	*****	*****	SUPPL	SUPPL
Decision Item	REQUEST	REQUEST	SECURED	SECURED	SECURED	SECURED	MONTHS FOR	POSITION
Budget Object Class	DOLLAR	FTE	COLUMN	COLUMN	COLUMN	COLUMN		
<b>SPECIAL ELECTION &amp; OTHER COSTS</b>								
<b>Special Election Cost Increase - 2231002</b>								
PROGRAM DISTRIBUTIONS	112,100	0.00	0	0.00	0	0.00	0	0.00
TOTAL - PD	112,100	0.00	0	0.00	0	0.00	0	0.00
GRAND TOTAL	\$112,100	0.00	\$0	0.00	\$0	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$112,100	0.00	\$0	0.00	\$0	0.00		0.00

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	SUPPL DEPT	SUPPL DEPT	*****	*****	*****	*****	SUPPL	SUPPL	
Budget Object Summary	REQUEST	REQUEST	SECURED	SECURED	SECURED	SECURED	MONTHS FOR	POSITION	
Fund	DOLLAR	FTE	COLUMN	COLUMN	COLUMN	COLUMN			
<b>SECRETARY OF STATE</b>									
Ballot Reprint Costs - 2231003									
PROGRAM-SPECIFIC									
GENERAL REVENUE	1	0.00	0	0.00	0	0.00	0	0.00	
TOTAL - PD	1	0.00	0	0.00	0	0.00	0	0.00	
TOTAL	1	0.00	0	0.00	0	0.00	0	0.00	
GRAND TOTAL	\$1	0.00	\$0	0.00	\$0	0.00	\$0	0.00	

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department Office of the Secretary of State  
Division Elections  
DI Name General Election Reprinting of Ballots DI# 2231003

Budget Unit \_\_\_\_\_

**1. AMOUNT OF REQUEST**

	FY 2016 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	1	0	0	1 E
TRF	0	0	0	0
Total	1	0	0	1 E
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2016 Governor's Recommendation			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
Total	0	0	0	0
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input checked="" type="checkbox"/> Other: <u>Statutory mandate</u>	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

On September 15, 2014, the Western District Court of Appeals ordered a change to the ballot language developed by the General Assembly for Constitutional Amendment 6, which appears on the November 4, 2014 General Election ballot. In order to comply with state and federal law, Missouri local election authorities had begun preparing their ballots to accomodate military absentee voting, which began on September 19, 2014 and domestic absentee voting, which began on September 23, 2014. Due to this very late change to the ballot measure by the court, local election authorities incurred reprinting costs to ensure accurate ballots. Section 116.195, RSMo, states that "whenever the reprinting of a statewide ballot measure is necessary as a result of a court-ordered change to the ballot language for such measure, the costs of such reprinting shall be paid by the state." As a result, the Secretary of State's office requests an appropriation on behalf of the state.



**NEW DECISION ITEM**

RANK: \_\_\_\_\_ OF \_\_\_\_\_

<b>Department Office of the Secretary of State</b>	<b>Budget Unit</b> _____
<b>Division Elections</b>	
<b>DI Name General Election Reprinting of Ballots</b>	<b>DI# 2231003</b>

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

The Secretary of State's office has not yet been able to determine the reprinting costs for all local election authorities; therefore, a \$1 E supplemental appropriation has been requested.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
	0						0	0.0	
							0	0.0	
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0	0
							0		
							0		
<b>Total EE</b>	0		0		0		0		0
Program Distributions	1						1		1
<b>Total PSD</b>	1		0		0		1		1
Transfers									
<b>Total TRF</b>	0		0		0		0		0
<b>Grand Total</b>	1	0.0	0	0.0	0	0.0	1	0.0	1

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department Office of the Secretary of State					Budget Unit _____				
Division Elections									
DI Name General Election Reprinting of Ballots					DI# 2231003				
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
							0	0.0	
							0	0.0	
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0	0
							0		
							0		
							0		
<b>Total EE</b>	0		0		0		0		0
Program Distributions							0		
<b>Total PSD</b>	0		0		0		0		0
Transfers							0		
<b>Total TRF</b>	0		0		0		0		0
<b>Grand Total</b>	0	0.0	0	0.0	0	0.0	0	0.0	0

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department Office of the Secretary of State	Budget Unit _____
Division Elections	
DI Name General Election Reprinting of Ballots	DI# 2231003

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

**6b. Provide an efficiency measure.**

**6c. Provide the number of clients/individuals served, if applicable.**

**6d. Provide a customer satisfaction measure, if available.**

Potentially, all 116 local election authorities could seek reimbursement for reprinting of the ballots.

**NEW DECISION ITEM**  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

RANK: \_\_\_\_\_ OF \_\_\_\_\_

**Budget Unit** \_\_\_\_\_

DI Name General Election Reprinting of Ballots	DI# 2231003
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DI Name General Election Reprinting of Ballots	DI# 2231003
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## 7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:

# DECISION ITEM DETAIL

Budget Unit	SUPPL DEPT	SUPPL DEPT	*****	*****	*****	*****	SUPPL	SUPPL
Decision Item	REQUEST	REQUEST	SECURED	SECURED	SECURED	SECURED	MONTHS FOR	POSITION
Budget Object Class	DOLLAR	FTE	COLUMN	COLUMN	COLUMN	COLUMN		
<b>SECRETARY OF STATE</b>								
<b>Ballot Reprint Costs - 2231003</b>								
PROGRAM DISTRIBUTIONS	1	0.00	0	0.00	0	0.00	0	0.00
TOTAL - PD	1	0.00	0	0.00	0	0.00	0	0.00
GRAND TOTAL	\$1	0.00	\$0	0.00	\$0	0.00	\$0	0.00
GENERAL REVENUE	\$1	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00